

## Heartland AEA Conflict of Interest Disclosure Questionnaire

Heartland AEA conducts its business with the highest degree of ethical standards, with members of the Board of Directors (Board) expected to model ethical behavior in their leadership and business transactions. It is essential that Heartland assets be utilized as intended and that business decisions and transactions be free from improper conflicts of interest. Conflicts of interest are not unusual in complex businesses like Heartland and in the lives of Heartland Board members. What is essential is that the Heartland Board recognize when a conflict of interest exists and know precisely what steps to take to address it.

**A conflict of interest may occur where volunteers or employees have financial, business, or personal interests that conflict or appear to conflict with the interests of Heartland.** Board members are required to complete this Conflict of Interest Disclosure Form on an annual basis. The questionnaire focuses on essential information and affiliations provided by Board members to assist in identifying whether a conflict exists and to ensure that the Board member has the necessary remediation of that conflict and act in the best interest of Heartland.

To that end, Heartland has a **structured conflict of interest process** that includes the following steps: (1) identification of the financial, business or personal interest in conflict with Heartland interest; (2) disclosure of the conflict to the Board President and Chief Administrative Officer; and (3) discussion of any impact on Heartland and possible remedial actions or mitigations. Remedial actions may include the creation of firewalls in the Board member's work, recusal from a business decision or transaction involving Heartland or the other organization, withdrawal from the other organization's business, and/or other actions that eliminate the conflict of interest or appearance of a conflict.

This questionnaire is to be completed **annually**, with any changes in circumstances that create a conflict situation to be communicated as quickly as possible throughout the year. Please answer all the questions on this questionnaire, sign and date, and send to the Board Secretary at 6500 Corporate Drive, Johnston, Iowa, or email it to [jugolini@heartlandaea.org](mailto:jugolini@heartlandaea.org). If you have any questions or require clarification, please feel free to contact Dr. Jon Sheldahl, Chief Administrator, at 515-270-9030 ext. 14314 or by email at [jsheldahl@heartlandaea.org](mailto:jsheldahl@heartlandaea.org).

## CONFLICT OF INTEREST DISCLOSURE QUESTIONNAIRE

In completing the questionnaire, note that the term “immediate family members” includes a person’s spouse, parents, children (including adopted and step-children), siblings, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law, grandparents, spouses of children, domestic partners or anyone (other than domestic employees) who share such a person’s home.

Please answer all questions. Use additional paper, if necessary.

### 1. Employment by Heartland

Do you have an immediate family member who is now employed at Heartland?  Yes  No

If yes, identify the person, position and date of such employment by Heartland.

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### 2. Personal Remuneration from Heartland

Are you or any of your immediate family members receiving or expecting to receive any remuneration from Heartland other than employment compensation?

Yes  No

If yes, explain. Identify the person and position of the person who expects to receive remuneration, the amount to be received and date on which the amount is to be received.

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### 3. Business with Heartland

Do you or an immediate family member have a financial, business or personal interest in a business or organization with which Heartland does business or expects to do business or with a business or organization receiving payments from Heartland for property, goods or services?

Yes  No

Have you or an immediate family member been a party to or involved in contractual transactions with Heartland?

Yes  No

If yes, identify: (a) your financial, business, personal, or contractual or organizational interest; (b) the relationship between Heartland and the other business or organization; (c) if an immediate family member has interest, identify the relationship of the person to you; and (d) the impact on the interest of Heartland or the other business.

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**4. Board Memberships**

List all corporations, organizations or institutions on whose board of directors, board of trustees or other governing bodies or advisory boards you currently serve. Identify the nature of the organization’s business, and whether that organization does business or is involved in litigation with Heartland. Attach additional pages to this questionnaire, as needed, to reflect all boards and governing bodies.

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**5. Association with Heartland Auditors**

The auditor for Heartland is currently Bohnsack & Frommelt LLP Are you or any immediate family member a partner or principal in Bohnsack & Frommelt, LLP?

Yes  No

If yes, identify any immediate family members who are employees of Bohnsack & Frommelt who participate in the audit, assurance of tax compliance practice for Heartland.

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**6. Legal Proceedings**

Are there any legal proceedings adverse to Heartland pending or anticipated in which you, an immediate family member or entity listed by you in response to the questions above are a party?

Yes  No

If yes, please list them below.

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During the past five years have you been convicted in a criminal proceeding or are you now the named subject of a pending criminal proceeding, excluding traffic violations and other minor offenses?

Yes  No

If yes, explain and provide the details.

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**7. Other**

Is there anything that has not been asked in this questionnaire that you believe Heartland should know, e.g. previous employment by a major vendor or supplier of Heartland, previous membership on the Board of a major vendor or supplier of Heartland?

Yes  No

If yes, explain and provide the details.

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Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**Information contained in this questionnaire will be kept on file with the Board Secretary.**

**Board members should return the completed Questionnaire to:**

**Heartland AEA  
6500 Corporate Drive  
Johnston, Iowa 50131  
Attn: Jenny Ugolini, Board Secretary  
Email: jugolini@heartlandaea.org**