EveryLife Foundation Employee Conflict of Interest Policy

**Purpose.** The purpose of this conflict of interest policy is to protect the interests of the EveryLife Foundation for Rare Diseases when entering into a transaction or arrangement that might directly or indirectly benefit the private interests of an officer, director, or staff person.

**Responsibility.** EveryLife Foundation for Rare Diseases expects employees to conduct business according to the highest ethical standards of conduct. Employees are expected to dedicate their best efforts to the interests of EveryLife Foundation for Rare Diseases. Business dealings that appear to create a conflict of interest between EveryLife Foundation for Rare Diseases and an employee are unacceptable.

**Disclosure of Conflicts.** A potential conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member as a result of EveryLife Foundation for Rare Disease’s business dealings.

EveryLife Foundation for Rare Diseases recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to EveryLife Foundation for Rare Diseases. However, employees must disclose any possible conflicts so that the company may assess and prevent potential conflicts of interest.

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of EveryLife Foundation for Rare Diseases.