



CONFIDENTIALITY POLICY

The Golden Spike Tower & Visitor Center Board of Directors and the Golden Spike Tower Executive Director receive information concerning development projects or developing projects which may impact on the size and character of North Platte, Nebraska, and such information is generally considered confidential. Furthermore, members of the board of directors and the executive director shall have access to employee information (which includes salary, review and personal information) for the Golden Spike and for other businesses in North Platte, Nebraska, and such information is and shall be considered confidential information.

It is the policy of the board to treat any information obtained through its duties as a member of the Board of Directors and the Executive Director as confidential as it applies to development projects or developing projects and any and all personnel information received and the board and executive director shall retain such information as confidential and not disclose it to any other party. This policy shall apply to information which may be supplied to the board and executive director as part of their duties but also applies to any information revealed during discussions of the board and executive director as well as any reviewed written materials. Such information may be disclosed for purposes of legal or regulatory compliance. Any board member or the executive director who violates this confidentiality policy will be subject to sanctions which could include being removed from the board or employment termination. In the event that any board member or the executive director is uncertain whether the information he or she may have is confidential, they should consider the information as confidential until shown otherwise.

Board President

Secretary

Date: _____

Passed: _____



CONFLICT OF INTEREST POLICY

It is the policy of the Golden Spike Tower & Visitor Center that all members of the Board of Directors and the Executive Director will disclose any and all conflicts real or perceived which may exist between such persons and the business of the Visitor Center. Any board member or the executive director who thinks that they may have a conflict of interest shall immediately upon learning of the possible conflict, disclose the conflict to the Golden Spike in writing. The purpose of the disclosure is to be certain that notice of the conflict is disclosed at the earliest opportunity. A conflict shall exist if the board member or the executive director is the sole owner of a business or has an interest in a business by virtue of their personal involvement or the involvement of an immediate family member or their interest in a company or business that does business with the Golden Spike.

Any board member or the executive director, after disclosing a conflict to the board in writing, shall recuse themselves from any discussions or involvement in any decisions concerning the conflict. The board member or the executive director must also leave the room where the meeting is being held so that any discussions concerning the conflict shall not be heard by the board member or executive director.

The minutes of the board meeting shall contain: The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's decision as to whether a conflict of interest in fact existed. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

The fact of such conflict shall not exclude the board from entering into contracts for minor work so long as the involvement is for less than \$1,000 and the contract has been approved by the remainder of the board without the involvement of the board member or the executive director with the conflict. Contracts over \$1,000 may be considered by the board but will require one competing bid to demonstrate that the contract would be a fair and reasonable contract at a fair and reasonable price and that any discussions on same are open without the participation or presence of the member who has the conflict.



As a further part of this policy all board members and the executive director will annually sign a statement that each member understands the policy and accepts the duty to disclose all conflicts.

In the event that a contract is entered into with a business or employee without the full disclosure of such conflict then the board shall be authorized to immediately terminate any agreement that they have previously entered into.

Notwithstanding this policy the board shall have the right to waive any conflict involving a board member or the executive director provided that a notice was given in writing of the conflict to the full board as indicated herein and filed with the board. That the discussion on the conflict will not be inhibited by the presence of the board member or the executive director with the conflict and that the discussion by the remaining members agrees that it would be in the best interest of the Golden Spike Tower and Visitor Center that they enter into the agreement despite the conflict.

Each Director and the Executive Director shall annually sign a statement which affirms such person has received a copy of the conflicts of interest policy, and understands the Golden Spike Tower & Visitor Center is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Board President

Secretary

Date: _____

Passed: _____



PLEDGE OF CONFIDENTIALITY AND CONFLICT OF INTEREST

I, _____, duly elected or duly appointed board member or executive director of the Golden Spike Tower and Visitor Center, hereby agree that I have read, understand and agree to abide by the guidelines set forth in the confidentiality and conflict of interest policies. Furthermore, I agree to follow the conflict of interest policy open, honestly and to the best of my ability. I also agree that I will sign this pledge annually. I hereby pledge to maintain the confidentiality on all of the Golden Spike Tower and Visitor Center matters as indicated in that policy and further to make known any real or potential conflicts of interest between my personal interest and the interest of the Golden Spike Tower & Visitor Center.

Date: _____

Signature of Board Member or Exec. Director

I hereby disclose the following businesses or entities in which I have some interest and I believe creates potential conflicts with the Golden Spike Tower and Visitor Center. I understand these conflicts will be made part of the board minutes at the next meeting of the Board of Directors of the Golden Spike Tower and Visitor Center.

Signature of Board Member or Exec. Director