### CONFLICT OF INTEREST POLICY

This conflict of interest policy is adopted by the Board of Directors of the Arts Council of Oklahoma City for the purpose of avoiding possible conflict of interest with the duties and responsibilities of members of the Board, Standing Committees and Staff of the Arts Council of Oklahoma City (Arts Council).

The objectives for such policy are:

1. to insure that a board member is impartial and that the interest of the organization is foremost when acting for the Arts Council;
2. to insure that Arts Council policy and decisions are made consistent with the Bylaws and any written policy of the Arts Council, and any decisions made and policy set by the Board of Directors;
3. to prevent a board member from using his or her position for personal profit;
4. to help avoid actions or activities that create the appearance of conflict of interest;
5. and to promote the public’s confidence in the Arts Council and its board members.

A like standard shall apply to members of all standing and advisory committees and to all employees of the Arts Council of Oklahoma City. All such policies shall also be applicable to any member of one’s immediate family or any person acting on his or her behalf.

Board members, standing committees and employees will be required to attest annually to their familiarity with Arts Council policy and to provide information concerning any possible conflict of interest so disclosure may, if necessary, be made.

Whenever there exists a conflict interested Board or standing committee members and employees:

1. should disclose the matter in question to Arts Council Board Governance Committee
2. should not vote on any decision involving the matter in question
3. should not actively participate as advocates on their own behalf
4. should be subject to a process that insures that contracts and services with the Arts Council are competitive, fair and in the best interest of the organization.

## SPECIFIC APPLICATION OF GENERAL POLICY

Financial Interest: “Financial Interest” for this purpose shall mean any position as owner, officer board member, partner, employee or other beneficiary. A possible conflict of interest arises when a Board, standing committee member or an employee holds a financial interest in or will receive personal benefit from business firm furnishing services, materials or supplies to the Arts Council of Oklahoma City. “Financial interest” shall not include the ownership of 5% or less of the shares in a corporation or a 5% or less profit interest in an enterprise.

# Privileged and Confidential Information: Board members, standing committee members and employees must never use confidential information received while serving the Arts Council of Oklahoma City.

ADOPTED this 23rd day of June 2004.

President’s Signature Secretary's Signature

Affirmation: I have read the Arts Council of Oklahoma City’s Conflict of Interest Policy. I understand its provisions and I hereby affirm that, during the period of July 1, 2009 (or the day you became associated with the Arts Council subsequent to this date) through June 30, 2010, I have not to the best of my knowledge and belief, been in a position of possible conflict of interest, except as indicated on the back of this form.

Member Signature Date