

Delaware College of Art and Design Board of Directors  
CONFLICT OF INTEREST POLICY STATEMENT

The Delaware College of Art and Design Board of Directors is responsible for carrying out its duties and responsibilities in an ethical manner while also protecting the integrity of the Board as a whole. Trust and confidence in the college can only be sustained if all forms of conflict of interest are identified, disclosed and resolved to protect the integrity of the Board and its ethical standards.

GUIDELINES

1. A board member must not use their membership on the Board for personal or private benefit, financial or otherwise.
2. Conflict of interest is defined as:
  - any situation where a board member's private interests may be incompatible or in conflict with their duties and responsibilities as a member of the Board;
  - any situation where a board member's membership in another organization may, or may be perceived to, influence their carrying out of duties and responsibilities as a member of the Board;
  - conflicts of interest may be real, potential or apparent.
3. A careful review of the facts in each situation is required in order to determine whether a conflict of interest exists.
4. Board members must be made aware of the consequences of violating the conflict of interest policy.

PROCEDURES

1. If a board member perceives a conflict of interest on any matter related to their role on the Board, he/she should bring this to the attention of the Board Chair prior to the meeting.
2. If the Chair of the Board is unable to resolve the issue, the Chair will bring the situation to the Board as a whole.
3. The Chair of the Board should ask and have recorded in the minutes, whether any board member has a conflict to declare; a board member must declare conflict of interest and the general nature of the conflict at the earliest opportunity.
4. If a board member is unsure whether they are in conflict, they should raise the issue with the Board, and the Board should determine by majority vote whether or not a conflict of interest exists; the board member involved must refrain from voting.
5. If a board member has declared or has been found to be in a conflict of interest, they must:
  - withdraw from a Board or a Committee meeting while the matter is being discussed and voted upon to ensure they do not participate in the discussion or vote on the related matter;
  - they must not attempt in any way before, during or after the meeting to influence the voting on the related matter.
6. Any board member who perceives another board member to be in a conflict of interest must raise it with the Board Chair; the Chair must then discuss the matter with the board member perceived to be in conflict. If the discussions do not lead to a resolution, the matter must be brought to the full Board and the Board must determine by majority vote whether or not a conflict of interest exists. The board member perceived to be in conflict must refrain from voting and must not attempt in any way whether before, during or after the meeting to influence the voting on the related matter.

Delaware College of Art and Design Board of Directors  
CONFLICT OF INTEREST AGREEMENT

Delaware College of Art and Design has adopted its conflict of interest policy to assist Board Members in carrying out their duties and responsibilities in an ethical manner while also protecting the integrity of the Board as a whole.

The Conflict of Interest Policy covers interests of a monetary or economic nature and religious, political, corporate or institutional interests which may influence Board Members' duties and responsibilities on the Board of Delaware College of Art and Design. The Policy covers instances where there may be a personal benefit or the avoidance of loss or any instances in which there is a personal benefit resulting from information obtained as a Board Member.

As a Board Member of Delaware College of Art and Design, I understand that a conflict of interest is any situation in which a personal interest of mine may be incompatible or in conflict with my responsibility as a Board Member or my membership in another organization may, or may be perceived, to influence me carrying out my duties and responsibilities as a Board Member. I accept that conflicts of interest may be real - that is, an interest that may influence my duties and responsibilities as a Board Member; or potential, in that it could influence; or apparent, where there are reasonable grounds to believe there may be a conflict even if, in fact, there is none.

To avoid real, potential or apparent conflict of interest situations, I agree that I will:  
declare a conflict of interest and the nature of the conflict, at the earliest opportunity to the Board; if I declare a conflict before a Board meeting, I shall do so to the Chair  
ensure the conflict is recorded in the minutes  
if unsure whether there is a conflict, raise the potential or apparent conflict with the Board for its decision and refrain from voting

Where a conflict does exist, I agree to:  
withdraw from Board or Committee meeting while the matter is being discussed and/or voted upon  
not attempt in any way before, during or after the meeting to influence the voting  
not discuss anything in relation to any decision taken on the matter outside of the Board meeting

As Board Member of Delaware College of Art and Design, I understand and accept that if I violate the above Policy, in any way that the Board may exercise one of the following options:

- issue me a verbal or written reprimand
- request that I resign
- recommend to the Minister that my appointment be rescinded

I, \_\_\_\_\_, hereby agree to abide by the Delaware College of Art and  
(Board Member Name)  
Design Conflict of Interest Policy at all times in exercising my responsibilities as a Board Member.

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Signature of Board Member

Date

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Signature of Board Chair

Date