



## **Conflict of Interest Policy For Young Audiences of New Jersey, Inc.**

### **Introduction**

All trustees and employees of Young Audiences of New Jersey, Inc. (herein “YA”), and others who may be able to influence decisions of the organization, must comply with this Conflict of Interest Policy. It is intended to foster the highest standards of integrity and honesty for those serving YA. YA’s effectiveness depends upon maintaining the highest levels of credibility, confidence, and trust with the communities it serves and all parties with whom it works. It is essential to protect the organization’s reputation for objectivity and fairness by identifying and appropriately dealing with actual, potential, and perceived conflicts of interest.

All persons associated with YA are reminded that the decisions and activities of the board of trustees and staff, whether or not addressed in this policy, are governed by an overriding requirement of honesty, good faith, and fiduciary responsibility for the organization and to the communities it serves.

### **Statement of General Policy**

Trustees, employees, and others who are in a position to influence decisions of YA must disclose any situation where they have a personal interest which is adverse to YA, or where they propose to act on any issue, matter or transaction in which YA has an interest, and in which that person may have an interest separate from that of YA. These situations include prospective purchases and sales of property or services, leases, loans, investments, employment or consultation services, and any other situation where a YA action would or might appear to benefit them personally. They must also refrain from participating in YA decisions on that matter. They must also refrain from using any confidential information learned from YA for their own benefit, and avoid receiving favorable treatment from YA on account of their present or past relationship with YA.

In addition to actions that could confer a personal benefit, this policy applies to situations where such an action could benefit (a) a relative (as set forth below) or (b) a corporation or partnership, non-profit corporation or other entity in which the person is a director, trustee, employee or advisor or has a direct or indirect ownership interest (other than an interest of less than 10% of the stock of a publicly traded entity), or be adverse to the interests of YA.

Situations to which this Policy applies are herein called “Conflict Situations”.

### **Who is Covered by this Policy?**

In addition to trustees and employees, this policy applies to:

- all members of board or advisory committees,

- all former trustees, employees, members of board or advisory committees, all volunteers, former volunteers and donors who have a continued involvement with YA and who either have access to inside information that could place them in a conflicted situation or could give the appearance of having the ability to influence decisions by YA, and

- close relatives of all of these persons, including spouses, domestic partners, children, siblings, parents, stepparents, parents-or siblings-in-law, grandchildren, and grandparents.

Persons to whom this Policy applies are herein called "Covered Persons".

## **Implementation**

1. **Disclosure.** Whenever YA is considering making a decision or taking an action involving a Conflict Situation, the Covered Person shall disclose his or her interest to the Board, either in writing or orally at a Board meeting, before the matter is discussed by the Board. Such disclosure shall be recorded in the minutes of the meeting.
2. **Voting by Trustees.** A Covered Person may not vote on, approve or make recommendations regarding a Conflict Situation. A Covered Person is obliged to absent himself or herself from Board and Committee discussions relating to a Conflict Situation, unless requested by the Board or Committee to provide information.
3. **Disqualification of Individuals.** YA may not make any decision approving a transaction, contract, project or other action involving a Conflict Situation with a Covered Person unless the facts of the particular situation have been fully disclosed, and the Board has made specific findings that:
  - (i) The action is fair and benefits YA and its objectives;
  - (ii) The action is approved with the Board's full knowledge of its financial or other benefit to the Covered Person who has the conflict of interest;
  - (iii) When the Covered Person is a trustee, the trustee did not participate in the vote approving the action and was, in fact, absent when the Board voted on it; and
  - (iv) A more advantageous arrangement could not have been obtained with reasonable effort.
4. **Receipt of Gifts.** No Covered Person may accept gifts or other favors under circumstances that might lead to the inference that the gift or favor was intended to influence his or her decision-making while serving YA.
5. **Suspension or Resignation.** The Board reserves the right to suspend a Covered Person from the Board of Trustees or committee until such time as the matter giving rise to the conflict of interest has been resolved. When warranted by the nature and magnitude of the conflict of interest, the Board may require that a conflicted member of the Board or Committee resign.

## **Disclosure Procedure/Applicability**

All trustees and employees shall complete a conflict of interest disclosure form prior to their first participation in the affairs of YA. Thereafter, disclosures shall be updated annually, or sooner, if changed circumstances require disclosure. In addition, other Covered Persons shall submit or update the statement at any time during the year that the information requested on the statement changes. Disclosure statements should be submitted to the President & CEO, who will be the conflict of interest officer, and who will administer this policy.



**Conflict of Interest Disclosure Form**  
**2015 - 2016**

Name: \_\_\_\_\_  
(Please print)

I have received and read the “Policy on Conflicts on Interest” approved by the Board of Trustees, and I agree to conduct myself in accordance with the policy, including making the necessary disclosures when such situations arise.

To the best of your knowledge, are you, or a relative, or a corporation or other entity in which you have an interest, involved in a “Conflict Situation” referred to in the Policy?

Yes, I am \_\_\_\_\_

Yes, not me personally but a relative or entity \_\_\_\_\_

No \_\_\_\_\_

If you answered “Yes, not me personally . . .” please specify the relative or entity and the nature of the relationship

\_\_\_\_\_  
\_\_\_\_\_

If you answered "yes" to any of the questions above, please describe the transaction or transactions involved:

\_\_\_\_\_  
\_\_\_\_\_

Please describe any other circumstances that give rise to or have the appearance of a Conflict of Interest in your service for YA.

\_\_\_\_\_  
\_\_\_\_\_

I have read and subscribe to the Conflict of Interest Policy of Young Audiences of New Jersey, Inc. I understand that I must update this disclosure statement if and as the information contained herein changes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date