

# CODE OF ETHICS

## CONFLICT OF INTEREST POLICY

As a board member of Humanities Montana, I understand that I have an obligation to the organization I serve, to the general public, and to myself to maintain the highest standards of ethical conduct. I will not commit acts contrary to these standards nor will I condone the commission of such acts by others within Humanities Montana. Specifically, I agree to abide by the following policies:

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### INTEGRITY

I will perform my duties in accordance with the highest standards of business and personal ethics and will abide by all Humanities Montana policies.

I will refrain from either actively or passively subverting the attainment of Humanities Montana's legitimate and ethical objectives.

I will refrain from engaging in or supporting any activity that would discredit Humanities Montana.

I will represent the interests of all people and agencies served by Humanities Montana and not favor special interests inside or outside the organization.

### CONFIDENTIALITY

I will keep confidential information confidential unless legally obligated to do otherwise.

I will refrain from using or appearing to use confidential information acquired in the course of my service for unethical or illegal advantage either personally or through third parties.

### CONFLICT OF INTEREST

I will attempt to avoid direct or indirect, actual or apparent, conflicts of interest and advise all appropriate parties of any potential conflict. Such conflicts might occur if: my personal business or my friend or relative provides goods or services to Humanities Montana for consideration, or a vendor or business acquaintance with whom I have an outside business relationship provides goods or services to Humanities Montana for consideration. However, there may arise situations in which a conflict of interest transaction may be in the best interests of Humanities Montana. Therefore, as long as the board determines that such a transaction is in the best interests of Humanities Montana, it may be approved.

I will refuse any gift, favor, or hospitality that would influence or would appear to influence my actions or the actions of others, e.g., a referral fee or preferential discount, gift, or other valuable consideration from a vendor, paid promoter, fundraising event sponsor, or any other outside party, for referring Humanities Montana business to such party.

If I am requested by Humanities Montana to perform a service, or provide a product for the organization, competitive bids will be sought and/or a comparable valuation determined. More broadly, a determination will be made by the board whether this transaction is in the best interests of Humanities Montana. (If the contract is awarded, the board member will be paid accordingly for the service or product.) I will recuse myself from any board vote from which I could potentially benefit.

I understand that board members need not disqualify themselves from participation in the humanities, humanities organizations, or in projects supported by Humanities Montana because of board membership. However, board members should avoid any action which could be interpreted as a conflict of interest. Specifically, board members will always observe the following guidelines when conducting Humanities Montana business:

1. Before discussion or consideration of each grant proposal, the executive director or his/her designee will ask for declarations of any conflicts of interest. Board members with a real or apparent conflict of interest in a proposal *must leave* the room at any time the proposal is discussed or in the case of a phone or video conference must be removed from the conversation.
2. Board members *may not submit* applications for Humanities Montana funds. A board member *may not be designated* as the principal investigator (project director), fiscal agent, or authorizing agent of a project for which Humanities Montana funds are requested and *may not serve* in that role even if another name appears on the application.
  - a. If board members are participants in a project requesting Humanities Montana grant funds, the proposal should *clearly indicate* the nature of their participation.
  - b. Further, board members and their immediate family members *may not receive* honoraria, salaries, or stipends for project-related activities, grant participation, council-conducted programs, or other council business. (Expenses, such as travel, may be reimbursed.)
  - c. Exceptions to this policy may be considered by the Executive Committee on a case-by-case basis and may be approved by a majority vote of those present. The reasoning behind any exceptions will be clearly delineated in the respective meeting minutes of the Executive Committee.
3. Unless determined otherwise with reasoning clearly delineated in the respective meeting minutes, board members *must remove* themselves from discussion of and voting on proposals that are submitted by co-workers in the same organization or by teachers or professors from the same department of their institution.
4. Unless determined otherwise with reasoning clearly delineated in the respective meeting minutes, board members *must remove* themselves from discussion of and voting on proposals that they have helped prepare or for projects in which they will take part.
5. Unless determined otherwise with reasoning clearly delineated in the respective meeting minutes, board members *must remove* themselves from discussion of and voting on proposals in which there is even the appearance of a conflict of interest.
6. Board members *cannot receive* grant funding under any of the above provisions for up to six months following the completion of their terms on the board.

Note: These conflict of interest provisions also apply to Humanities Montana staff members, significant contractors, and volunteers.

I, \_\_\_\_\_ do attest and agree to be bound by the foregoing standards.  
(please print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date