

**The Arc of Pennsylvania
Conflict of Interest Policy
Adopted January 28, 2008**

Purpose and Intent

Potential sources of bias are not necessarily disqualifying for purposes of service on The Arc of Pennsylvania Board of Directors. Indeed, it is often necessary, in order to ensure that the Board of Directors is fully competent, to appoint members in such a way as to represent a balance of potentially biasing backgrounds or professional or organizational perspectives.

Upon or before election, hiring or appointment, a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest will be signed. In the course of meetings or activities, discloser will be made of any interests in a transaction or decision where business or other nonprofit affiliations, family, employer and/or close associates will receive a benefit or gain. After disclosure, it is understood that such disclosure will preclude participation in discussion and voting on the question.* *(*By the very nature of the state chapter of The Arc, its board members will usually be affiliated with a local chapter of The Arc, which itself is an independent non-profit organization. It is not the intent of this policy to preclude board member participation on actions which may have a general impact on local chapters. Board members should nevertheless recognize that the potential exists that they may feel conflicted when considering such matters and, thus, when acting on business on behalf of the state chapter, they shall remind themselves that they have a fiduciary responsibility to the state chapter.)*

Policy

No member of The Arc of Pennsylvania Board of Directors shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with The Arc of Pennsylvania. Each individual shall disclose to The Arc of Pennsylvania any personal interest in which he or she may have in any matter pending before The Arc of Pennsylvania and shall refrain from participation in any decision on such matter.

Any member of The Arc of Pennsylvania Board of Directors shall refrain from obtaining any list of The Arc of Pennsylvania clients for personal or private solicitation purposes at any time during the term of their affiliation.

At this time, I am a Board member, a committee member, or an employee of the following organizations:

Now this is to certify that I, except as described below, am not now nor at any time during the past have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with The Arc of Pennsylvania which has resulted or could result in personal benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with The Arc of Pennsylvania.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with The Arc of Pennsylvania.

This written disclosure will be kept on file and will be updated as appropriate.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Signature: _____ Date: _____

Printed name: _____