



**UTAH HUMANITIES**  
Ideas in Action

# Code of Ethics and Conflict of Interest Policy

---

As a board member of Utah Humanities, 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 Utah Humanities. Specifically, I agree to abide by the following policies:

## **Integrity**

- I will perform my duties in accordance with the highest standards of business and personal ethics and will abide by all Utah Humanities policies.
- I will refrain from either actively or passively subverting the attainment of Utah Humanities legitimate and ethical objectives.
- I will refrain from engaging in or supporting any activity that would discredit Utah Humanities.
- I will represent the interests of all people and agencies served by Utah Humanities 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 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 Utah Humanities for consideration, or a vendor or business acquaintance with which I have an outside business relationship provides goods or services to Utah Humanities for consideration.
- 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, fund-raising event sponsor, or any other outside party, for referring Utah Humanities business to such party.

- If I am requested by Utah Humanities to perform a service, or provide a product for the organization, competitive bids will be sought and/or comparable valuation determined. I will recuse myself from any board vote from which I could potentially benefit. (If the contract is awarded, the board member will be paid accordingly for the service or product.)
- I understand that Board members need not disqualify themselves from participation in the humanities, humanities organizations, or in projects supported by Utah Humanities because of Board membership. However, Board members should avoid any action which could be interpreted as a conflict of interest. Specifically, board members should observe the following policies when reviewing Utah Humanities grants proposals or making program decisions.
- Before discussion or consideration of each grant proposal, the Program Officer will ask for declarations of any conflicts of interest. Board members with real or apparent conflict of interest in a proposal must leave the room at any time the proposal is discussed.
- Board members may not submit applications for Utah Humanities funds.
- A Board member may not be designated as the principal investigator (project director), fiscal agent, or authorizing agent of a project for which Utah Humanities funds are requested and may not serve in that role even if another name appears on the application. If Board members are participants in a project requesting Utah Humanities grant funds, the proposal should clearly indicate the nature of their participation.
- 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
- 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.
- Board members should remove themselves from discussion of and voting on proposals in which there is even the appearance of a conflict of interest.
- 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.) 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.

Note: These conflict of interest provisions also apply to Utah Humanities staff members and are included in Utah Humanities Personnel Policy Handbook. In addition, Utah Humanities staff may not serve on boards of organizations that may become applicants for Utah Humanities funds.

I, \_\_\_\_\_(please print name),

Do attest and agree to be bound by the foregoing standards.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date