



Urban Affairs Coalition

Conflict of Interest Policy for Directors, Officers and Volunteers

It is the policy of the Urban Affairs Coalition (UAC) that no Director, Officer or Volunteer engage in activities that are/or have the appearance of a conflict of interest. A conflict of interest is an activity in which the personal interest of a Director, Officer or Volunteer interferes with the performance of their duties to UAC, or results in personal financial, professional, or political gain on the part of such persons at the expense of UAC or its programs, supporters, and other stakeholders.

Definitions

- **Director** means a member of the Board of Directors.
- **Officer** means an Officer of the Corporation or Board of Directors.
- **Volunteer** means a person -- other than a board member -- who does not receive compensation for services and expertise provided to UAC and retains a significant independent decision-making authority to commit resources of the organization.

Duty to Disclose

In connection with any activity or transaction that may represent a possible conflict of interest, a Director, Officer or Volunteer must disclose the existence of his or her possible conflict of interest to the Audit and Finance Committee and will be given the opportunity to disclose all material facts.

The Audit and Finance Committee may recommend measures to ensure that the transaction will not present a conflict of interest, or the appearance of a conflict of interest. The Audit and Finance Committee may also refer the matter to the Executive Committee for its review.

Violations of the Conflicts of Interest Policy

If the Committee has reasonable cause to believe that a Director, Officer or Volunteer has failed to disclose actual or possible conflicts of interest, it will inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the Committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it will take appropriate disciplinary and corrective action deemed necessary to address the conflict and protect UAC's best interests.

Distribution

A copy of this policy will be given to all Directors, Officers, Volunteers or other key stakeholders upon the official adoption of the policy by the UAC Board of Directors. Each Director, Officer and Volunteer shall sign and date the policy at the beginning of her/his term of service and each year thereafter. Failure to sign does not nullify the policy. The Audit and Finance Committee will be responsible for maintaining and monitoring this policy.

Annual Statements

Each Officer, Board member and member of a committee with board delegated powers shall annually sign a Conflict of Interest Statement which affirms that such person:

- has received a copy of the conflicts of interest policy,
- has read and understands the policy,
- has agreed to comply with the policy, and
- understands that the Corporation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.



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This form must be filed annually by all specified parties, as identified in the Urban Affairs Coalition's **Conflict of Interest Policy**

- I have read and understand the **Conflict of Interest Policy**
- I agree to comply with the **Conflict of Interest Policy**
- I understand that UAC is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

_____ I have no conflict of interest to report

Please list all organizations that you are involved with (i.e. you have a substantial financial interest, and/or you serve as a trustee, director, general manager, or principal officer) that engage in (or are likely to engage in) business transactions with UAC (including contracts, grants, loans, or other transactions).

Name of Organization

Nature of Your Interest in the Organization

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I certify that the above information is correct to the best of my knowledge.

Signature: _____

Print Name: _____

Date: _____

Please return this to:
President's Office
1207 Chestnut Street, Suite 700
Philadelphia, PA 19107
Fax (267)519-6224
groberts@uac.org