



# NATIONAL INSULATOR ASSOCIATION

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## Conflict of Interest Agreement

A Conflict of Interest exists when the personal or professional interests of a board member, advisor, committee member, employee and/or volunteer of the National Insulator Association, Inc. (NIA) affect his or her ability to be objective. Because board members, advisors, committee members, employees and/or volunteers are likely to be affiliated with many organizations in their communities, both on a professional and a personal basis, it is not unusual for actual or potential conflicts to arise. This policy defines how the NIA interprets conflict of interest and the steps that should be taken to deal with such conflicts when they arise.

It is expected that no board member, advisor, committee member, employee and/or volunteer shall use his or her position, or knowledge gained there from in such a manner that a conflict arises between the interests of the NIA and any of its affiliates and his or her personal or professional interests. Each Board member, advisor, committee member, employee and/or volunteer has the duty to place the interests of the NIA foremost in any dealings on behalf of the organization, and has a continuing responsibility to comply with this policy.

In order to comply with this policy, it is expected that:

- If a board member, advisor, committee member, employee and/or volunteer has an interest in a proposed transaction with the NIA in the form of a significant personal or organizational financial interest in the transaction or holds a position as trustee, director, officer, or staff member in such organization, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction.
- Any board member, advisor, committee member, employee and/or volunteer who has a potential conflict of interest with respect to any matter coming before the board or the committee shall not participate in any discussion of or vote in connection with the matter unless invited to respond to questions or provide factual information by the board or committee chair.
- Any board member, advisor, committee member, employee and/or volunteer who gains privileged information by virtue of his or her role as a board member, advisor, committee member, employee and/or volunteer shall not use that privileged information for personal or professional gain.

This policy shall be distributed to board members, advisors, committee members, employees and/or volunteers. A signature in the designated space at the bottom of this policy will indicate their agreement to abide by this policy to the best of his or her ability, for as long as they are an NIA board member, advisor, committee member, employee and or volunteer.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_