

TEMPLE UNIVERSITY ALUMNI VOLUNTEER CONFLICT OF INTEREST POLICY

Avoiding conflicts of interest is of the highest importance to the Temple University Alumni Association and all TUAA constituent organizations and their volunteer leadership and staff. It is vital to the Temple University Alumni Association's mission and conduct of related practices, programs and operations that volunteer leaders do not place themselves in positions that create actual conflicts or the appearance of conflicts between their personal or business interests and those of the Temple University Alumni Association.

It is the Temple University Alumni Association's policy to ensure that volunteer leaders, or those in close business, professional, social or family relationships with them, are not in undisclosed situations where the volunteer leaders, staff members, their relatives or business or social associates may or will gain monetary or other excess value economic or social benefit by participating in or influencing the TUAA or TUAA constituent organizations decisions or actions.

Such relevant TUAA and TUAA constituent organizations' decisions and actions can include a wide range of matters, including, without limitation, the purchase of products or services, consulting contracts, the awarding of monetary grants and the conferring of TUAA or TUAA constituent organization awards.

In this context, close business or family relationships will normally include, but are not limited to:

- Family Members
- Relatives
- Employers and Work Colleagues*
- Business Partners*
- Business Associates*
- Social and Fraternal Groups*
- Business and Professional Associations*

** The denoted categories include those similarly related or situated through spouses or partners, in-laws and stepfamilies.*

It is the responsibility of all volunteer leaders of the TUAA and TUAA constituent organizations to report at all times any family or close business or social relationships of this type if they currently exist or if they develop over a period of time, when related to an existing or potential, and material TUAA or TUAA constituent organizations decision-making situation. Should any volunteer leader have a question about whether something presents an actual or potential conflict of interest, that person should err on the side of disclosure.

When a conflict of interest is disclosed in connection with existing, proposed or prospective decision-making, then the TUAA or TUAA-affiliated organization shall proceed with a conflict of interest analysis in collaboration with TUAA legal counsel only if the resulting affirmative decision would lead to significant value otherwise not available to the TUAA or TUAA constituent organizations.

The TUAA legal counsel conflict of interest analysis shall evaluate whether the decision would lead to an unreasonable or untenable benefit to an individual or would lead the TUAA or the TUAA constituent

organizations to face unwanted accusations of conflict of interest from the public or University community. The resulting decision should err on the side of minimizing harm to or undue bad publicity for the TUAA, TUAA constituent organizations and ultimately to, Temple University.

Volunteer leaders deemed to have a conflict shall recuse themselves from the TUAA or TUAA constituent organization decision-making or vote. Furthermore, should the TUAA or TUAA constituent organization decide to enter what is reasonably understood to be a conflict of interest situation, then the conflicted individual's affiliation with the TUAA or TUAA constituent organization may be restricted or ended during the duration of the conflict of interest.

Your signature on the Volunteer Acknowledgement of Roles and Responsibilities agreement indicates that you have read, understand and agree with the policies and procedures outlined as part of the Temple University Alumni Volunteer Conflict of Interest Policy.

