

CONFLICT OF INTEREST POLICY AND
CONFIDENTIALITY AGREEMENT

The following policies are applicable to Board of Directors, officers, and employees of College Association, Inc.

- I. A board member, officer, or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his / her other official duties.
- II. A board member, officer, or employee shall not engage in, solicit, negotiate for, or promise to accept private interests when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
- III. A board member, officer, or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.
- IV. At no time can any individual act in the capacity of both board member and an employee of College Association. Any such conflict needs to be resolved by the individual by resigning one of the conflicting posts.
- V. A board member, officer, or employee shall not disclose confidential information (operational, financial, personnel, or otherwise) in the course of his or her official duties both for College Association and for any entity in which College Association is the fiduciary agent, or use such information to further his or her personal interest.

I have read the above and understand the policy in its entirety. By signing this agreement I agree to uphold the principals stated above.

Signature: _____

Date: _____