



POLICY ON CONFLICT OF INTEREST

The American Council of Engineering Companies (ACEC) of Arizona expects all those acting on its behalf to avoid conflicts of interest between their duties to ACEC of Arizona and their duties to other organizations or entities. A conflict of interest exists when an individual participates in the deliberation and resolution of an issue important to ACEC of Arizona while, at the same time, the individual has other professional, business, or volunteer responsibilities outside ACEC of Arizona that could predispose or bias the individual to a particular view or goal. ACEC of Arizona officers, directors, and staff are dedicated to serving the interests of the industry and in doing so are committed to fulfilling their fiduciary duties to ACEC of Arizona. ACEC of Arizona understands that actual or perceived conflicts of interest could potentially damage the organization's reputation and credibility. Through this Policy, ACEC of Arizona seeks to address the potential for such actual or perceived conflicts of interest. ACEC of Arizona will generally address conflicts of interest in one of three ways in order to avoid potential legal liability. An individual with a serious potential conflict must take no part in the ACEC of Arizona issue that raises the potential conflict. For less serious potential conflicts, there must be disclosure to ACEC of Arizona and avoidance of participating in debate and voting on the issue for which there is a potential conflict. Finally, for minor potential conflicts, there simply must be full disclosure to ACEC of Arizona. It is ACEC of Arizona's prerogative, not that of the individual, to make such determinations regarding conflicts. ACEC of Arizona believes that it is prudent to err on the conservative side and avoid even the appearance of conflicts of interest. ACEC of Arizona has identified a number of general categories of actual or potential conflicts of interest. They include but are not limited to:

- (1) Officers and Directors of ACEC of Arizona acting as official or appointed representatives of ACEC of Arizona, and members and staff acting on behalf of ACEC of Arizona, should disclose any situation in which they, or a member of their immediate family, have financial, contractual, or other interests that could interfere with their acting in an unbiased manner on behalf of the ACEC of Arizona. In such instances, the individual may be asked to recuse themselves from their position or work with ACEC of Arizona.
- (2) Officers and Directors of ACEC of Arizona should exercise caution before entering into financial or legal arrangements that could prejudice or bias their conduct or views in issues related to ACEC of Arizona. If such arrangements exist or are perceived to exist, that individual should disclose these arrangements. Examples of relevant situations would include paid relationships or financial interests with vendors doing, or seeking to do, business with ACEC of Arizona.
- (3) Individuals or members of committees preparing official statements for ACEC of Arizona should disclose financial relationships or legal obligations that interfere, or could interfere, with the task.

This policy is directed principally at officers and directors of ACEC of Arizona, members of the Board of Directors, committee members and groups working on behalf of ACEC of Arizona, members who speak on behalf of ACEC of Arizona, and all staff of ACEC of Arizona.

Approved by the ACEC Board of Directors – June 1, 2017