

MU ALPHA THETA CONFLICT OF INTEREST AGREEMENT

Mu Alpha Theta has adopted its conflict of interest policy to assist a person in a position of authority in Mu Alpha Theta or its Educational Foundation in carrying out their duties and responsibilities in an ethical manner while also protecting the integrity of these organizations as a whole. **Any person in such a position will be referred to as a “representative”.**

The Conflict of Interest Policy covers interests of a monetary or economic nature and religious, political, corporate or institutional interests which may influence a representative's duties and responsibilities at Mu Alpha Theta or its Educational Foundation. The Policy covers instances where there may be a personal benefit or the avoidance of loss or any instances in which there is a personal benefit resulting from information obtained while a representative is working for these organizations.

As a representative of Mu Alpha Theta or of the Mu Alpha Theta Educational Foundation, I understand that a conflict of interest is any situation in which a personal interest of mine may be incompatible or in conflict with my responsibilities or my membership in another organization may, or may be perceived, to influence me carrying out my duties and responsibilities. I accept that conflicts of interest may be real – that is, an interest that may influence my duties and responsibilities; or potential, in that it could influence; or apparent, where there are reasonable grounds to believe there may be a conflict even if, in fact, there is none.

To avoid real, potential or apparent conflict of interest situations, I agree that I will:

- declare a conflict of interest and the nature of the conflict, at the earliest opportunity, to the President, Executive Director or Secretary -Treasurer of Mu Alpha Theta
- if unsure whether there is a conflict, raise the potential or apparent conflict with the President, Executive Director or Secretary -Treasurer of Mu Alpha Theta

Where a conflict does exist, I agree to:

- withdraw from participating in the matter arising from the conflict of interest
- not attempt in any way to influence policy at Mu Alpha Theta or its Educational Foundation on the matter arising from the conflict of interest
- not discuss anything in relation to any decision taken on the matter in question, including outside of official Mu Alpha Theta meetings on the matter

As a representative of Mu Alpha Theta or its Educational Foundation, I understand and accept that if I violate the above Policy, in any way the

Governing Council of Mu Alpha Theta and its Educational Foundation may exercise one of the following options:

- issue me a verbal or written reprimand
- request that I resign my position
- recommend to the Executive Director or Secretary -Treasurer that my professional relationship with Mu Alpha Theta or its Educational Foundation be terminated

I, _____, hereby agree to abide by the Mu Alpha
(Print or Type Representative's Name)

Theta Conflict of Interest Policy at all times in exercising my responsibilities to Mu Alpha Theta or its Educational Foundation.

Signature of Representative _____

Date _____