

# Imagine Arts Festival

## Conflict of Interest Policy

### **1. Purpose:**

The purpose of this Conflict of Interest Policy is to establish guidelines to ensure that the actions and decisions of individuals associated with Imagine Arts Festival are free from any actual or perceived conflicts of interest.

### **2. Definition of Conflict of Interest:**

A conflict of interest arises when an individual's personal interests or affiliations could compromise their objectivity, integrity, or ability to act in the best interest of Imagine Arts Festival.

### **3. Scope:**

This policy applies to all board members, employees, volunteers, and individuals representing Imagine Arts Festival in any capacity.

### **4. Disclosure:**

All individuals covered by this policy must promptly disclose any actual or potential conflicts of interest to the Board of Directors. Disclosure should include relevant details regarding the nature of the conflict.

### **5. Recusal:**

When a conflict of interest is identified, the individual involved shall recuse themselves from any discussions or decisions where the conflict exists. If necessary, they may be asked to leave the room during such deliberations.

### **6. Board Review:**

The Board of Directors shall review disclosed conflicts of interest and determine the appropriate course of action to address the conflict. This may include further discussion, modification of the Festival's activities, or other measures as deemed necessary.

### **7. Documentation:**

All disclosed conflicts of interest, along with the actions taken to address them, shall be documented in the organization's records.

**8. Confidentiality:**

Information regarding conflicts of interest shall be treated with confidentiality to the extent permitted by law. Disclosure will only be made to those who need to know for the purpose of resolving the conflict.

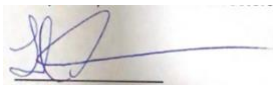
**9. Annual Review:**

This policy will be reviewed annually to ensure its effectiveness and make any necessary updates. Board members and key stakeholders will be educated about the policy as part of the Festival's ongoing governance practices.

**10. Acknowledgment:**

All individuals covered by this policy shall annually acknowledge their understanding of and compliance with the Conflict of Interest Policy.

Adopted by the Board of Directors on 22<sup>nd</sup> November 2023.



John Fitzpatrick  
Chairperson  
Imagine Arts Festival