

1.2.1.4 Conflict of Interest Policy

Members of the Board of Directors of the Reno/Sparks Association of REALTORS®, a non-profit 501(c) 6 (“RSAR”), officers, volunteers, and key employees must act at all times in the best interests of RSAR. Members of the Board, officers, volunteers, and key employees shall disclose all potential and actual conflicts of interest to the Board of Directors and, as required, remove themselves from all discussion and voting on any related matter. Specifically, members of the Board, officers, volunteers, and key employees shall:

- Avoid placing self-interest or the interests of a third party above the interests of RSAR, and avoid the appearance of placing self-interest or the interests of a third party above the interests of RSAR;
- Refrain from using RSAR’s staff, services, equipment, materials, resources, or property for personal or third-party gain, and from representing to third parties that authority as a Board member extends any further than that which it actually extends;
- Not engage in any outside business, professional conduct, or other activities that may be directly or indirectly adverse to the interests of RSAR;
- Not solicit or accept gifts, gratuities, free travel, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment with respect to matters pertaining to RSAR without fully disclosing such an exchange to the Board of Directors;
- Provide goods or services to RSAR as a paid vendor to RSAR only after full disclosure to, and advance approval by, the Board of Directors, and pursuant to any related procedures adopted by the Board;
- Not persuade any employee of RSAR to leave the employ of RSAR or to become employed by any person or entity other than RSAR; and
- Not persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship with RSAR to terminate, curtail, or not enter into its relationship with RSAR, or to reduce any benefit that may be provided to RSAR with respect to such relationship.

This policy shall apply to the members of the RSAR Board of Directors, but also shall apply to all members of RSAR committees, task forces, and others in the RSAR governance structure, as well as to RSAR’s key employees. On an annual basis, all individuals to whom this policy shall apply shall be provided with a copy of this policy and

required to complete and sign an acknowledgement and disclosure form prepared by the Board of Directors.

Acknowledgement and Disclosure Form

I have read the RSAR Nonprofit (“RSAR”) Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a member of the RSAR Board of Directors, an officer, volunteer, or a key employee of RSAR. If I become aware of any actual or potential conflicts of interest at any time following the submission of this form, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the RSAR Board of Directors or the Chief Executive Officer of RSAR in writing.

Disclosure of actual or potential conflicts of interest:

1. Do you receive compensation as an Officer, Director, committee member, task force member, or key employee of RSAR? Yes No
2. Other than reimbursement of reasonable expenses, have you received or do you expect to receive any compensation from RSAR for services provided as an independent contractor? Yes No
3. Have you received or do you expect to receive any material financial benefit from RSAR in addition to or apart from the benefits described in the above inquiries? Yes No
4. Does any family member receive compensation or material financial benefit from RSAR? Yes No
5. Do you have a family relationship or business relationship with any current or former Officer, Director, or key employee of RSAR?¹ Yes No

If you answered "Yes" to any of the above, please explain below.

Member Signature

Printed Name

Date

Title ie. Chair, Director, Committee member, etc.

¹ This question does not apply to attorney-client or doctor-patient relationships, nor does it apply to relationships with clergy.

In response to Question # _____. I answered yes, below is my explanation.

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Bylaws & Policy Approval _____
Board of Directors Approval 02/24/11