

## REED COLLEGE

### CONFLICT OF INTEREST POLICY

The Trustees and Officers of The Reed Institute d/b/a Reed College (the “College”) are elected to serve the College, and are expected to carry out their duties in a manner that inspires and assures the confidence of the College and the broader community. All actions by Trustees and Officers with respect to the College and its property must be taken solely on the basis of a desire to advance the best interests of the College. Trustees and Officers shall not use their positions as such, or knowledge gained therefrom, so that a conflict might arise between the interests of the College and the individual interests of the Trustees or Officers.

It is understood that the College’s Trustees and Officers will be involved in the affairs of other institutions, organizations and businesses. These relationships and affiliations may raise questions from time to time about perceived conflicts of interest. Although many such potential conflicts are and will be deemed inconsequential, each Trustee and Officer has the responsibility to ensure that the Board is made aware of situations that involve personal, familial or business relationships that could be troublesome.

Thus, the Board requires each Trustee and Officer to (a) confirm that he or she is familiar with this policy, (b) disclose to the Board Chair any possible personal, familial or business relationships that might give rise to a conflict of interest or the appearance of a conflict of interest involving the College, and (c) agree to serve only in accordance with the letter and spirit of this policy. A form for this purpose is attached, and shall be completed by each Trustee and Officer at least annually.

A “business relationship” is one in which a Trustee or a member of his or her family serves as an officer, director, employee, partner, member, trustee or significant stockholder of an organization that does business with the College.

A “family member” is a spouse, parent, sibling or child of a Trustee or Officer, or any other relative living in the Trustee’s or Officer’s household.

If a Trustee or Officer is uncertain whether to disclose a particular relationship, the Board Chair should be consulted. The Chair may elect to seek the judgment of the Executive Committee in determining whether a relationship gives rise to a conflict of interest or should otherwise be disclosed to the Board. The Chair and the Executive Committee shall keep any consultation confidential unless and until they determine that the best interests of the College require disclosure.

A Trustee or Officer who has a conflict of interest shall not participate in any consideration by the Board of, or otherwise be involved in decision-making with respect to, a matter relating to the conflict.

The foregoing policy is intended to supplement but not replace (a) any federal or state laws governing conflicts of interest applicable to the College, or (b) the provisions of the College's constitution and bylaws relating to conflicts of interest.

**REED COLLEGE**

**CONFLICT OF INTEREST STATEMENT**

I, the undersigned Trustee or Officer, hereby state that, except as described below:

- (a) I am familiar with the College's Conflict of Interest Policy;
- (b) I do not have a business relationship with any organization that does business with the College;
- (c) I do not individually transact any business, directly or indirectly, with the College;  
and
- (d) No family member of mine is employed by the College or has a business relationship with the College or any organization that does business with the College.

Describe any exceptions here:

If any situation arises that makes the above statement incomplete or incorrect, I will notify the Board Chair immediately.

I confirm that I will serve as a Trustee or Officer of Reed College only in accordance with the letter and spirit of its Conflict of Interest Policy.

\_\_\_\_\_  
(Signature of Trustee or Officer)

Name: \_\_\_\_\_

Date: \_\_\_\_\_