

## Scottsdale Area Association of REALTORS® Confidentiality Policy

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Board members must respect the confidentiality appropriate to issues of a sensitive nature. Executive Session of the Board should be used for confidential matters, including but not limited to, personnel issues, Hutch Fund distributions, contract issues, discussion of individual directors and election of officers.

In order to promote the expression of opinions in a free and open environment, Board members must keep confidential individual statements made and individual votes taken. Electronic correspondence between Board members must be kept confidential unless specific permission is granted by the author to distribute outside of the Board.

Any requests by a member outside of the Board of Directors for documents such as minutes of the Board, financial statements and policy information should be directed to the CEO.

## Conflict of Interest Policy

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Members of the Scottsdale Area Association of REALTORS®' decision-making bodies, including, but not limited to, the Leadership Team, Board of Directors, Committees, Task Forces, and other official groups (hereinafter "Decision Makers") will not use their position with the Association to further their private interests. Decision Makers will avoid placing themselves in situations where their personal interests may conflict with the interests of SAAR and will, at all times, avoid the appearance of conflict of interest. Association duties will be performed in good faith and for the benefit of SAAR.

Decision Makers will be considered to have a conflict of interest on an issue when (1) the issue involves a business providing products or services to SAAR in which the Decision Maker or a related person is a principal, partner, corporate officer, director, agent, or employee; or (2) the issue is one in which the Decision Maker or a related person has a beneficial interest involving money, employment, investments, credit, or contractual rights, or is so closely linked to a transaction of such financial significance to SAAR or a related person that the interest would reasonably be expected to exert an influence on the Decision Maker's judgment if called on to vote on the transaction.

"Related person" means a child, grandchild, sibling, parent or spouse of a child, grandchild, sibling or parent of the Decision Maker; the spouse, or a parent or sibling of the spouse of the Decision Maker; or an individual having the same home as the Decision Maker.

At the outset of any discussions by a decision making body, Decision Makers with a conflict of interest must immediately disclose the existence and the nature of the conflict, as well as all the facts material to a judgment. Conflicted Decision Makers may not participate in the discussion related to that issue other than to respond to questions asked of them by other Decision Makers of the decision making body. Decision Makers with a conflict of interest may not vote on any issue in which they have a conflict of interest, and should not be present when the vote on the issue is taken. I have read and will comply with the SAAR Conflict of Interest Policy.

Name \_\_\_\_\_

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