

**Cultural Alliance of York County
Allocation Panel
Code of Ethics/Conflict of Interest Statement**

Panel members are necessarily knowledgeable and active within their chosen discipline. It is essential to the function of the panel, however, that it maintain high standards of integrity and impartiality in its decision-making and that this process be free from actual conflicts of interest. It is also essential to understand that in order to function credibly, the Cultural Alliance of York County must sustain the trust of the community. No panelist should have any direct or indirect interest -- financial or otherwise -- or engage in any business or transaction, or incur any obligation of any nature that conflicts with the proper discharge of the panelist's responsibilities.

The Code of Ethics/Conflict of Interest Statement shall apply to all panelists, and each panelist shall be responsible for knowing the contents of this statement.

1. No panelist shall disclose confidential information (such as the discussion of an applicant's work by fellow panelists) acquired in the course of his or her panel service.
2. No panelist shall use or attempt to use his or her position on the panel to secure benefits for him/herself or others.
3. No panelist shall, by his/her conduct, give reasonable basis for the impression that any person can improperly influence him or her, or unduly enjoy his or her favor in the performance of panel duties; nor shall a panelist give reasonable basis for the impression that the kinship, rank, position or influence of any party or person affects him or her.
4. Panelists are required to note any relationship to an applicant, personal or professional, which may appear to unduly influence their judgment. Such relationships may require that the panelist concerned abstain from all discussion of the applicant in question.
5. Panel meetings are not open to the public. This protects the privacy of panel discussion and encourages the candid review of the applicants' support materials. It is a matter of concern to the program that the panelists may attempt to "explain" reasons for particular decisions to applicants. However well intended, such explanations can result in serious violations of confidentiality. Panelists are urged to direct all questions about particular applications to the Cultural Alliance of York County staff.

6. In short, even the appearance of a conflict of interest within the panel process would destroy the credibility of the review process and quickly undermine the community support which sustains the Cultural Alliance of York County. As a general rule, if your personal or other involvement with an applicant seriously affects your judgment of an application under review, then you should abstain from deliberations on the application. The following are examples of such situations:

- a. Anyone with whom you have a recent and significant financial connection.
- b. A current student or protégé.
- c. Current departmental colleagues or anyone with whom you have been professionally associated with for a significant period of time.

Panelist Signature

Date