

I. Statement of Purpose

Members of the Council, its panels, staff and consultants to the Council are necessarily knowledgeable and active in the arts. It is essential to the conduct of the business of the Council that it maintain high standards of integrity and impartiality in its decision-making processes, and that these processes be free from actual conflicts of interest and appearances of conflict. No member of the Council, its panel or staff, and no consultant to the Council 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 that person's duties to the Council.

II. General Principles

1. This code of Ethics (the "Code") will apply to all member of the Council, its panels, staff and consultants (sometimes hereinafter referred to as "such persons"). Each person shall be responsible for knowing the contents of this Code. The Executive Director will call the Code to the attention of all such persons each year. A copy of the Code will be provided to each new member of the Council, its panel, and staff and to each consultant to the Council upon the commencement of that person's duties.
2. No such person may accept employment or engage in any business or professional activity which would impair that person's independence of judgment in the exercise of his or her official duties.
3. No such person may accept employment or engage in any business or professional activity which would require that person to disclose confidential information which that person has gained by reason of his or her role at the Council.
4. No such person may disclose confidential information acquired in the course of that person's duties at the Council, nor use such information to further his or her personal interest.
5. No such person may use or attempt to use his or her position at the Council to secure unwarranted privileges or exemption for himself or herself or others.
6. No such person may engage in any transaction as a representative of the Council with any entity in which that person has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of that person's Council duties.

7. No such person may, by his or her conduct, give reasonable basis for the impression that any person can improperly influence him or her official duties. Nor may any such person give reasonable basis for the impression that he or she is affected by kinship, rank, position or influence of any party or person.
8. No such person may make any personal investment in enterprises which that person has reason to believe may be directly involved in decisions to be made by that person, or which would otherwise create substantial conflict between that person's Council duties and that person's private interests.
9. Such persons will endeavor to pursue a course of conduct, which would not raise suspicion among the public that such person is likely to be engaged in acts that are in violation of the public trust.

III. Affiliation

1. Each member of the Council, its panels and its staff and each consultant to the Council must file within 30 days of taking office or employment an "affiliation statement" on a form provided by the Council, covering his or her associations with all organizations eligible for Council support. Each Council member, panelists, or staff member will have the responsibility of keeping that statement current at the timely filing of amendments thereto. All such statements will be subject to public inspection.
2. A Council member, panelist, staff member or consultant will be considered to be "affiliated" with an organization eligible for Council support if he or she is related to the organization as:
 - a. director, officer, trustee or employee
 - b. fund raiser or public relations officer
 - c. independent contractor who has received fees or payments in the year preceding the filing of the affiliation statement or any amendments thereto.
 - d. holder of a financial advisory or policy making role; or
 - e. direct or indirect financial beneficiary of a Council contract with such an organization.
3. In the event of "affiliation" with an applicant, such person:
 - a. will be forbidden access to any confidential information (APF's, etc.) developed or obtained by the Council concerning that applicant.

- b. will not participate in any aspect of the decision making process in connection with any matter that involves the applicant directly or indirectly; and
 - c. will be required to leave the room before the initial presentation to any closed meeting of any matter relating to the application of that organization, and will be forbidden from participation in any discussion or vote concerning the application at any open meeting.
4. Neither Council members, panelists, staff members nor consultants will attempt in any way to influence the votes or opinions of fellow Council members, panelists, staff members or consultants on applications or any other matter involving applicants with which they are affiliated.

IV. Participation in Activities Supported by the Council

1. Council members, panelists, staff members and consultants may take part in activities undertaken with support from the Council, but may not receive any remuneration out of Council funds for their services in connection with any such activity, unless the Council know the amount of remuneration prior to acting on the application of the organization involved. The propriety of receiving such remuneration will depend on the nature of the organization, the amount of Council funding in relation to the total budget of the organization, and other relevant factors.

V. Gifts, Entertainment and Favors

1. Council members, panelists, staff members and consultants are forbidden from soliciting, accepting, or agreeing to accept any gift of money, goods, loans or services, or entering into or participating in any other arrangements for personal benefits which would improperly influence or have the appearance of improperly influencing them in their Council related duties and responsibilities.
2. Paragraph V.1 hereof, however, does not affect:
- (i) the acceptance of free admission and attendant privileges, within reasonable limits, by members of the Council, panelists, staff members and consultants in conjunction with attendance at art events and performances, in the course of the performance of their duties to the Council, or
 - (ii) the acceptance of gifts in any form having a value of \$75 or less.

VI. Agreement of Persons Involved

1. Council members, panelists, staff members and consultants will be subject to these guidelines and procedures during their periods of service to the Council.
2. Council members, panelists, staff members and consultants will also avoid any action, whether or not specifically prohibited, which might result in or create the appearance of:
 - a. using their Council position for private gain.
 - b. giving preferential treatment to any person or organization.
 - c. impeding the operations of the Council.
 - d. losing complete independence or impartiality.
 - e. circumventing the Council's decision-making processes, or
 - f. affecting adversely the confidence of the public in the integrity of the Council.
3. Upon the approval of the Council, persons may be exempted from particular provisions of this Code. Any such exemption and the grounds therefore will be duly noted in the minutes of the meeting of the Council at which it is granted.

VII. Interpretation and Advice

The Executive Director or her/his designee will provide information, interpretation and advice with respect to this Code and its application.

1. Any person covered in this Code may seek the advice of the Executive Director or her/his designee at any time, with respect to actual or potential conflict of interest situations in which such person is or may be involved, or about which such person has knowledge or information
2. Such persons are encouraged to seek advice, whenever necessary, about the application and interpretation of this Code, as noted above.