

## Purpose

Directors, Officers, Managers, and Volunteers of Musica Nova, Inc. are obligated always to act in the best interests of the organization by identifying actual or potential conflicts of interest and minimizing the risk such conflicts may pose to the organization.

## Definitions

1. **Interested Person.** Any Director, Officer, Manager, or Volunteer who has a direct or indirect Financial Interest, as defined below, is an Interested Person.
2. **Financial Interest.** A person has a Financial Interest if they have, directly or indirectly, through business investment, or through immediate family:
  - a. An ownership or investment interest in any entity with which Musica Nova, Inc. has a transaction or arrangement.
  - b. A compensation arrangement with Musica Nova, Inc. or with any entity or individual with which Musica Nova, Inc. has a transaction or arrangement, or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Musica Nova, Inc. does business.
3. **Compensation** includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
4. **Duty to disclose.** An Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the Musica Nova, Inc. board of directors.

## Policy

No Director, Officer, Manager, or Volunteer of Musica Nova, Inc. shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation in MusicaNova activities, except as defined in the bylaws or as an artist in performance or provider of a service for which

he or she shall have been explicitly engaged via an approved and executed Agreement.

Each Interested Person shall disclose to Musica Nova, Inc. any Financial Interest that he or she, or member of his or her immediate family, may have in any matter pending before the organization, and shall refrain from participation in any decision on such matter.

## Certification of Compliance

I certify that, except as detailed below, with regard to carrying out my duties as an Officer, Director, Manager, or Volunteer of Musica Nova, Inc., I am not now nor at any time during the past year have been:

1. A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Musica Nova, Inc. which has resulted or could result in personal benefit to me.
2. A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind, or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with Musica Nova, Inc.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have or have had during the past year in the persons or organizations having transactions with Musica Nova, Inc.

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Signature

Date

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Printed Name



## Conflict of Interest Policy

### Declaration of Financial Interest

In addition to my service to Musica Nova, Inc., at this time I am a director, officer, manager, employee, or contractor, or have a Financial Interest in, the following organizations:

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