

## POLICY STATEMENT

### **Outside Board Service**

Under certain circumstances, as described below, Getty staff may serve on outside boards (compensated or uncompensated). Outside board service may not compromise or interfere with the staff member's job duties, create a perceived or actual conflict of interest, or adversely affect the Getty's name or reputation.

Prior to agreeing to join a board, staff members must complete and have his or her supervisor approve a Request to Serve on Outside Board form [located at <http://go/hr/handbook/board.htm>] The supervisor must forward to the Office of General Counsel a copy of the approved form.

Staff members wishing to serve on an outside board on Getty time, on Getty premises, or using Getty funds, resources or materials, must first submit a completed Request to Serve on Outside Board form [located at <http://go/hr/handbook/board.htm>] to his or her supervisor *and* to the Trust Officer or Program Director up to whom he or she reports, ***requesting that both approve the Board service as "Getty-supported."***

When determining whether board service is "Getty-supported," supervisors, Trust Officers and Program Directors should follow the following guidelines:

- 1) The outside organization must be a tax exempt organization or its foreign equivalent;
- 2) The outside organization's purposes should be consistent with the Getty's mission, or will enhance the employee's ability to serve the Getty;
- 3) The outside board service should complement the employee's job duties;
- 4) The outside board service will not compromise or interfere with the employee's regular work for the Getty; and
- 5) The employee should seek from the outside organization available reimbursement for any travel or other business expenses incurred from his or her board service. If the outside organization does not fully cover travel and/or other business expenses incurred, the Getty may reimburse the additional expenses in accordance with the Getty's business expense policies. The employee is responsible for seeking reimbursement from the outside organization and for disclosing the outside reimbursement in an attachment to any Getty expense report associated with the board service.

Any supervisor, Trust Officer or Program Director approving a request for board service must be prepared to justify such approval to the President and the General Counsel. For-profit board service requires the prior approval of the Trust President, and shall not be deemed "Getty-supported." All for-profit and "Getty-supported" board service must be disclosed annually and is subject to review by the Audit Committee of the Board of Trustees.

No Getty approval is necessary for service on boards of community activities such as religious organizations, schools, scouting, sports teams, community service clubs or homeowner associations, provided that such service does not compromise or interfere with the staff



**The J. Paul Getty Trust**

1200 Getty Center Drive  
Los Angeles, CA 90049-1679  
[www.getty.edu](http://www.getty.edu)

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member's job duties, does not create a perceived or actual conflict of interest, and does not adversely affect the Getty's name or reputation. Such service may not be done on Getty time, on Getty premises, or using the Getty's resources or materials. Any questions about whether a particular board is excluded from this policy or if service on a certain board creates a perceived or actual conflict of interest should be discussed with the Office of General Counsel.



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