

# **AIHA Guideline Foundation Conflict of Interest (COI) Policy**

## **1. Policy Statement.**

Each officer, director, and committee, or other volunteer group member (“volunteer leader”) and staff members should avoid both actual and apparent conflicts of interest that would interfere with their ability to discharge their fiduciary responsibilities to the AIHA Guideline Foundation.

AIHA Guideline Foundation encourages its volunteer leaders and staff to follow ethical standards and principles, to be in compliance with all laws, and to avoid any conflict of interest, or appearance of such, including having their titles or affiliation used to publicize personal or company activities, programs, or events (especially those conducted for private profit).

## **2. Liaisons and Representatives.**

The president may appoint an AIHA Guideline Foundation member to serve as a member of, or official AIHA Guideline Foundation representative or liaison to, an outside national Committee (such as an accredited ANSI Committee), another association or group, or Board of another association or group.

Official liaisons and representatives are accountable to the relevant AIHA Guideline Foundation volunteer group(s), the board, and the AIHA Guideline Foundation office. This includes ensuring that the relevant volunteer group leaders, staff and the AIHA Guideline Foundation Board Coordinator are copied on all pertinent communication and consulted prior to any vote, statement or official position being taken by the liaison or representative. If the group to which the liaison or representative is appointed has relevance to more than one AIHA Guideline Foundation volunteer group, the official liaison or representative is expected to communicate with the leaders of each of the relevant volunteer groups regarding areas of interest and issues of concern.

Official liaisons and representatives must adhere to established AIHA Guideline Foundation guidelines and policies when providing oral or written presentations on behalf of the AIHA Guideline Foundation. Official liaisons and representatives must represent AIHA Guideline Foundation positions when existing white papers and position statements define them. If the AIHA Guideline Foundation’s position on a particular issue is not clear or no white paper exists, official liaisons and representatives are to contact the appropriate volunteer group chair(s), Board Coordinator, and staff liaison for guidance.

If an AIHA Guideline Foundation member is a member of an outside/non-AIHA Guideline Foundation committee or other group but is not AIHA Guideline Foundation’s official liaison to that group, the member is to ensure that his/her opinions are not construed to represent positions of the AIHA Guideline Foundation. It is proper, however, for a member in such a position to convey established views of the AIHA Guideline Foundation (e.g., those in existing position papers).

## **2. Conflict of Interest Defined.**

The term "conflict of interest" includes, but is not limited to, circumstances where a volunteer leader, staff member, or a member of his or her immediate family:

- (a) Owns any financial or other proprietary interest in any entity supplying (or seeking to supply) goods or services to AIHA Guideline Foundation;
- (b) Receives any substantial benefit from a third party on account of that party's past, present, or future business relationship with AIHA Guideline Foundation;

(c) Receives any substantial financial benefit from a pending decision of AIHA Guideline Foundation or from an organization or individual being evaluated by AIHA Guideline Foundation; or

(d) Serves as an officer, director, committee member or in other ways is active in any nonprofit organization or business enterprise whose purposes, products, and/or services compete with those of AIHA Guideline Foundation or could impact the industrial hygiene profession.

*NOTE: A business enterprise, such as an employer of a volunteer leader, whose purposes, products, and/or services compete with those of the AIHA Guideline Foundation or could impact the industrial hygiene profession, may be the source of a potential conflict of interest.*

### **3. Disclosure of the Existence of a Conflict.**

If any volunteer leader or staff member of the AIHA Guideline Foundation knows, believes, or has reason to know or believe, that a conflict of interest exists with respect to any transaction involving the AIHA Guideline Foundation; any decision of the Board; any decision of a committee; or any action taken by an officer or staff member, such person shall inform the Board, the leadership of the affected volunteer group, or a member of the AIHA Guideline Foundation's senior management team of the existence of such conflict of interest or potential conflict of interest.

### **4. Effect of the Existence of a Conflict of Interest.**

In the event that it is determined that a conflict of interest exists, and the volunteer has made full disclosure of the facts surrounding the conflict, then the leadership of the affected volunteer group shall determine whether the volunteer may fully participate in the deliberations and vote on the proposed transaction. If the volunteer leader merely discloses the existence of the conflict of interest or potential conflict of interest, yet fails to disclose or is prohibited from disclosing all material facts regarding the conflict, then such volunteer leader shall be prohibited in participating in any manner or form in the deliberations or decisions regarding the affected transaction.

### **5. Resignation.**

No individual who has an actual conflict of interest shall be required to resign his or her position with the AIHA Guideline Foundation merely because of the existence of a conflict. However, the remaining members of the volunteer group may make a fair and full evaluation of all facts pertaining to the conflict of interest to determine its extent.

If the remaining members of the volunteer group make a determination in writing that the nature and extent of the conflict of interest is so substantial and of such a continuing nature that it would be impossible for the volunteer leader to discharge the duties of his or her office with the requisite degree of loyalty and integrity, then the volunteer group may require the resignation of the volunteer leader who is subject to the conflict of interest.