

# ACADEMY

OF CLINICAL RESEARCH PROFESSIONALS



## **Academy Conflict of Interest Policy** *(policy number to be assigned)*

### **CONFLICT OF INTEREST**

A conflict of interest is defined as a situation in which personal or professional concerns or connections of an individual affect his or her ability to place the welfare of the Academy and its certification programs before personal benefits.

The Academy supports operational, administrative, and examination related policies that are free from actual, potential, or perceived conflicts of interest by employees, subcontractors, and those in elected, appointed, or volunteer positions.

A person has a financial interest if he/she has, either directly or indirectly, through business, investment, or immediate family: (a) an ownership or investment interest in any entity with which the Academy has a transaction or arrangement; (b) a compensation arrangement with the Academy or with any entity or individuals with which the Academy has a transaction arrangement; or (c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction arrangement. Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A financial interest should be disclosed and will be considered a conflict of interest only if the Board of Trustees decides that a conflict exists by a majority vote.

No Board of Trustee will derive any personal profit or gain from his/ her participation in the Academy.

### **DUTY TO DISCLOSE**

Each Board of Trustee is required to fully and promptly disclose to the BOT and the Executive Director any existing or potential conflict of interest the Board of Trustee may have, of either a personal, professional, business, or financial nature and will refrain from participation in any decision on such matter. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest, including but not limited to:

- a social, professional, or economic relationship with other parties that may affect his/her judgment and/or ability to act in the best interest of the Academy, its certification programs; or clients;
- a material economic gain or loss from a decision made by the Academy;
- a position to experience material or economic gain by using confidential or proprietary information gained by his/her association with the Board of Trustees or Academy certification programs; and
- failure to properly disclose an actual, potential, or apparent conflict of interest.

Board of Trustees will disclose all other Boards of which they are a member and any changes of employment or other changes in qualification during their service on the Academy's BOT.

### **RECUSAL**

#### **BOARD OF TRUSTEES**

After disclosing a possible conflict of interest, and if conferred by Board of Trustees, the Board of Trustee should immediately recuse him/herself from participating in the transaction or matter and not be privy to any information relating to the transaction. The recusal of any Board of Trustee should be documented in the respective minutes of the applicable regular or special meeting.

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## **VOLUNTEERS**

After disclosing a possible conflict of interest, and if conferred by the Director of Certification, the subject matter expert should immediately recuse him/herself from participating in the transaction or matter and not be privy to any information relating to the transaction. The recusal of any subject matter expert should be documented in the respective minutes of the meeting or technical report of the activity.

## **CONFLICT OF INTEREST AGREEMENTS**

### **BOARD OF TRUSTEES**

Before beginning his or her term of office, and each year thereafter, each Board of Trustee will sign a conflict of interest agreement stating that he/she will not engage in actions that may constitute an actual, apparent, or potential conflict of interest with the mission and activities of the Academy. If a question is raised as to a potential conflict of interest, conflicts will be determined by the BOT Chair.

Board of Trustees must refrain from acting, debating, or voting on any action or other decision in which the personal or financial interests of the member conflict with the objects and purposes of the Academy.

### **STAFF**

Before beginning his or her service each employee will sign a conflict of interest agreement stating that he/she will not engage in actions that may constitute an actual, apparent, or potential conflict of interest with the mission and activities of the Academy. If a question is raised as to a potential conflict of interest, conflicts will be determined by the Executive Director.

Employees must refrain from acting, debating, or voting on any action or other decision in which the personal or financial interests of the member conflict with the objects and purposes of Academy.

## **VOLUNTEERS**

Individuals who participate in examination development activities (including, but not limited to, item writing, item review, exam form assembly, exam form review) will sign additional conflict of interest forms prior to having access to any confidential examination materials. All volunteers are required to annually acknowledge and agree to all terms and conditions of this policy. All volunteers must disclose any actual, potential, or apparent conflict of interest to the Board of Trustees.

Volunteers must refrain from acting, debating, or voting on any action or other decision in which the personal or financial interests of the member conflict with the objects and purposes of the Academy.

## **MONITORING AND REVIEW SCHEDULE**

Monitor as needed and review every three years by the Academy Board of Trustees.

### **DATE REVIEWED BY THE ACADEMY BoT**

April 30, 2018

### **DATES MODIFIED BY THE ACADEMY BoT**

### **DATES APPROVED BY THE ACADEMY BoT**

April 30, 2018