

Society for Pediatric Sedation

2209 Dickens Road

Richmond, Virginia 23230-2005

Conflict of Interest Policy for Board and Committees

Society for Pediatric Sedation representatives, whether employees, volunteers, executive officers or members of the Board of Directors, will not engage in any activity, practice or act which conflicts with or appears to conflict with the interests of the Society for Pediatric Sedation (SPS). SPS representatives shall not be involved in activities which adversely affect SPS reputation or relations with others, or which interfere with the fulfillment of its mission. Neither employees nor volunteers shall use their position or influence or information to which they have access to as a result of their association or any assets or resources of SPS for their own personal gain, for trading, or for the improper benefit of others.

This policy is not intended to inhibit, prevent, or discourage SPS representatives from continuing to actively participate in impartial and unbiased decision making and policy setting. This policy does not preclude employees, volunteers, executive officers, members of the Board of Directors, or committee members from actively participating in other organizations which may be of benefit to medical communities except as stated in the society bylaws.

SCOPE

This policy applies to on and off-the-job activities of all SPS employees and to volunteers when they are performing functions related to SPS, or when acting on behalf of SPS. Specifically, this will also include all members of the educational committee charged with the delineation of Continuing Medical Education activities. Declaration and signing of the conflict of interest policy should be performed on an annual basis.

VIOLATIONS

It is not possible to list every circumstance that could violate this policy. The following is provided as a guide to the types of employee/volunteer activities that could create either actual violations or perceptions of violations.

- a) Conduct, which is either directly or indirectly disruptive, competitive or damaging to SPS.
- b) Directing or acting in a manner intended to influence decision making on SPS business to organizations or businesses in which they have a financial or personal interest.

- c) Directly or indirectly influencing the allocation of funds, or purchase of goods or services, based on a personal or family interest in or affiliation to specific agencies or businesses.
- d) Accepting travel, a loan, or cash in any amount, excessive entertainment, services, favored treatment, or substantial or unusual accommodation of any nature or a gift while acting as a representative of the SPS or working on behalf of SPS, of more than nominal value (\$100 or above) from any person or concern, which does or is seeking to do business with SPS.

(This prohibition is not intended to apply to gifts, entertainment and/or other benefits of nominal value that clearly are in keeping with good business practices and ethics and which do not obligate the recipient or the SPS.)

- e) Using or disclosing sensitive or confidential information in a manner that might be prejudicial to the best interests of SPS, or disclosing non-public information regarding persons or firms doing business with SPS.
- f) Using the SPS name, time, property, or information (sensitive or confidential) in making personal investments or financial transactions.
- g) Acting in a manner that might cause others to reasonably believe that the action is using "inside" information for their own personal profit or the profit of friends, relatives or others.
- h) Performing compensated services for or having a beneficial interest in, or being substantially obligated to (or a similar relationship for any family member or close relative), any of SPS' suppliers of goods or services or any other organization doing business with SPS unless such fact has been properly disclosed to the Executive Committee of the Board of SPS, and such relationship has been specifically approved by the Board on the basis of a full disclosure of the facts.

PROCEDURES FOR ADDRESSING CONFLICT OF INTEREST

- a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

VIOLATIONS OF THE CONFLICTS OF INTEREST POLICY

- (a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- (b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.