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American Academy of Anesthesiologist Assistants

Conflict of Interest Policy

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The purpose of the conflict of interest policy is to protect the interests of the association, its officers, directors, contractors, and staff when entering into a transaction or arrangement that might benefit the private interest of an officer or director or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

This policy is not intended to inhibit, prevent, or discourage American Academy of Anesthesiologist Assistants (AAAA) 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.

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, 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 the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has had in the calendar year, or may have in the upcoming year, a transaction or financial arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has had in the calendar year, or may have in the upcoming year, a transaction or financial 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.

AAAA 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 AAAA. AAAA representatives shall not be involved in activities which adversely affect AAAA's 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 AAAA for their own personal gain, for trading, or for the improper benefit of others.

Procedures

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.

- Conduct, which is either directly or indirectly disruptive, competitive or damaging to AAAA.
- Directing or acting in a manner intended to influence decision making on AAAA business to organizations, schools/educational programs, or businesses in which they have a financial or personal interest.
- 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, schools/educational programs or businesses.
- 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 AAAA or working on behalf of AAAA of more than nominal value (\$100 or above) from any person or concern, which does or is seeking to do business with AAAA. *(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 AAAA.)*
- Using or disclosing sensitive or confidential information in a manner that might be prejudicial to the best interests of AAAA, or disclosing non-public information regarding persons or firms doing business with AAAA.
- Using the AAAA name, time, property, or information (sensitive or confidential) in making personal investments or financial transactions.
- 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.
- 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 AAAA's suppliers of goods or services or any other organization doing business with AAAA unless such fact has been properly disclosed to the Executive Committee of the Board of AAAA, and such relationship has been specifically approved by the Board on the basis of a full disclosure of the facts.

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

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I, _____, certify that I have read and understand the Conflict of Interest Policy of the American Academy of Anesthesiologist Assistants and agree to comply with it, as well as applicable laws that impact the organization.

Disclosure of Current or Potential Conflicts:

I affirm that, except as listed below, I have no financial interest or affiliation with any organization that may have interests that conflict with, or may appear to conflict with, the best interests of the American Academy of Anesthesiologist Assistants (please insert NONE if applicable):

Should such conflicts or apparent conflicts of interest arise in connection with my responsibilities at the American Academy of Anesthesiologist Assistants, I agree to:

- a. Discuss the conflict with the President of the Society, and
- b. Until management mitigates or otherwise resolves the conflict, refrain from participating in any discussions, deliberations, decisions or voting related to the conflict of interest.

Future Conflicts:

I also agree, during the term of my employment or volunteer status with the American Academy of Anesthesiologist Assistants, to report promptly to the Executive Committee of the Board any future situation that involves, or might appear to involve, me in any conflict between my outside interests and the best interests of the American Academy of Anesthesiologist Assistants.

Printed Name

Signature

Date