

Conflict of Interest Policy

Purpose

The Association of Pediatric Hematology Oncology Nurses (APHON) leaders are obligated to make decisions and conduct affairs of the organization based primarily upon the desire to promote APHON and its mission and to protect the interests of APHON as a registered non-profit/tax-exempt corporation.

This policy ensures that any potential conflicts of interests are considered as individuals fulfill their elected and appointed roles. A conflict of interest may arise when an individual has a personal or financial relationship including volunteer service that may present a bias such as partiality, favoritism, or influence in the decision-making process.

Policy

All potential APHON Board candidates and committee or task force chairs and vice chairs must disclose the existence and nature of potential conflicts of interest through a conflict of interest statement. This would be completed prior to becoming a candidate for office or agreeing to serve and annually thereafter.

Individuals will self-disclose information on:

- a. Leadership Commitments: Roles with organizations outside of one's professional employment.
- b. Commercial Support: Financial or in-kind contributions given to an individual by a company in the past 12 months or anticipated in the coming 12 months.
- c. Investment Interest: Ownership or investment interest of more than .01% in stock or ownership interests in any entity with which APHON has a proposed or existing contract, transaction or arrangement with.
- d. Family Member(s): Interests of spouses and partners and descendants and their spouses that could reasonably affect impartiality.

The conflict of interest statement will affirm that such person has:

- received a copy of the COI policy,
- read and understands the policy, and
- agrees to comply with the policy.

The conflict of interest statements will be collected by the executive director and reviewed by the secretary of the APHON Board.

Individuals have an obligation to inform the APHON executive director if circumstances have changed, and an updated statement needs to be filed.

After disclosure of the conflict of interest, the interested person shall recuse themselves for any discussions or voting that has an actual or perceived conflict in a meeting of the APHON Board, committee or task force where decision making is taking place. This recusal shall be noted in minutes.

If an individual has reasonable cause to believe that an interested person has failed to disclose an actual or possible conflict of interest, they shall inform the interested person of the basis of such belief and afford the interested person an opportunity to explain the alleged failure to disclose. If a concern continues it may be reported to the APHON Board secretary for further investigation and possible action.

Document control:

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