

## **Conflict of Interest**

All employees, board members, and staff have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which ISP wishes its business to operate. The purpose of these guidelines is to provide general direction so that board members, staff, and volunteers can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when a board member or an employee is in a position to influence a decision that may result in personal gain or gain for a relative or friend as a result of ISP's certifications or business. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the board member or employee is similar to that of persons who are related by blood or marriage.

No presumption of a conflict is created by the mere existence of a relationship with outside firms. However, if a board member or an employee has any influence on any certification or business transactions, it is imperative that he or she discloses to ISP as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a board member, an employee, relative or a friend has a significant ownership in a firm with which ISP does business, but also when a board member, an employee, or a relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving ISP.

### **Disclosure and Recusal**

Whenever any board member or employee has a conflict of interest or a perceived conflict of interest with ISP, he or she shall notify the Executive Board Chairman of such conflict in writing.

Whenever any staff member (paid or volunteer) has a conflict of interest or a perceived conflict of interest with ISP, he or she shall notify the Executive Board Chairman of such conflict in writing.

All employees are required to sign a Conflict of Interest Policy on an annual basis.