

	<p>Policy No.:</p> <p style="text-align: center;">7</p>	<p>Approval Date: June 15, 2011</p> <p>Created: April 11, 2011</p> <p>Last Reviewed:</p>
<p>Title:</p> <p style="text-align: center;">Conflict of Interest Policy</p>		
<p>Background & Purposes:</p> <p>Conflicts of interest are a normal risk of business in any organization, and are managed by declaration (i.e., awareness) and transparency, or avoidance.</p> <p>Conflict of interest arises whenever the personal or professional interests of a board, committee, staff, or AAPS member are potentially at odds, or perceived to be, with the best interests of the Association or the membership as a whole.</p> <p>A conflict of interest occurs when a situation arises in which there is a divergence between the private or professional interests of an AAPS Board/Committee/Volunteer/Staff member, and that Board/Committee/Volunteer/Staff member's obligation to the Association, such that an impartial observer might reasonably question whether actions or decisions taken or made relating to that situation would be influenced by consideration of the member's or staff's private or professional interest. It would be a duality of interest.</p> <p>The purpose of the policy is to protect the Association and its members from:</p> <ul style="list-style-type: none"> • Legal challenges; • Public and membership misunderstandings; • Loss of public and membership confidence; and • A damaged reputation. 		

It is the duty of all AAPS Board/Committee/Volunteer/Staff members to adhere to the Association's policy on the conflict of interest to avoid even the appearance of impropriety.

Conflict of interest includes but is not limited to the following:

- Board/Committee members working in the same unit as the employee whose case is being discussed or potentially gaining from a situation e.g. job opportunity.
- A Board/Committee/staff member having a personal relationship with the affected employee e.g. is a personal friend or has a conflictual relationship.

- Personal or professional interest of a Board/Committee/Staff member conflicting or potentially adversely affecting, the broader interests of the Association, the membership as a whole, or a member's advocacy case.
- A Board/Committee/Staff member's personal or professional interest potentially conflicting when involved in a matter before the committee or as a representative of the Association before the University.

Interests may include, but not limited to:

- Employment opportunities;
- Financial interests;
- Business and/or professional interest; or
- Personal and/or familial relationship.

It is inappropriate for AAPS Board/Committee/Staff members to be involved in discussion or decision-making when such conflicts exist. AAPS Board/Committee/Staff members are expected to declare conflicts without penalty and reclude themselves.

Where conflict of interest exists, the following steps are to be followed:

- Identification and disclosure of the potential conflict of interest;
- Cessation of the persuasion or influence of others participating in the decision;
- Withdrawal from decisions and voting that present a potential conflict; and
- Assurance of transparency of transactions.

It should be noted that professional relationships are not always deemed a conflict of interest. Notwithstanding, this does not preclude a member from disclosing a personal/professional relationship.

Where there is ambiguity on the potential conflict of interest, that AAPS Board/Committee/Staff member can contact the Executive Director and/or AAPS President for direction.