ASSOCIATION OF CHILD NEUROLOGY NURSES
Policies & Procedures

CONFLICT OF INTEREST (COI) AND DISCLOSURE AGREEMENT

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Approved by

2017 Board

1. **Purpose**: To provide structure, accountability and guidance to ACNN officers, board of directors, staff, and volunteers regarding conflicts of interest. Conflict of interest situations can arise from the fundamental nature of ACNN and academic-industry relationships. COI must be avoided and minimized to mitigate risk to ACNN and the individual and achieve transparency in all ACNN relationships.

2. **Procedure**: to define COI and identify actions required by ACNN officers, board of directors, staff, and volunteers regarding conflicts of interest including apparent, perceived and potential COI.

3. **ACNN roles covered by COI**:
   3.1 Officers
   3.2 Board of Directors
   3.3 Staff
   3.4 Volunteers including but not limited to:
      - Committee chairs
      - Committee members
      - Project members
      - Speakers

4. **Definitions**: Conflict of interest includes, but is not limited to situations:
   4.1 When the private affairs or financial interests of anyone in a role listed in Section 3 are in conflict with their ACNN duties, responsibilities and obligations, or result in a public perception that a conflict exists.
   4.2 Which could impair the ability of anyone listed in Section 3 to act in the best interests of the ACNN.
   4.3 Where the actions of anyone listed in Section 3 would compromise or undermine the trust of the ACNN membership or the public.
5. Disclosure of relevant relationships:
   5.1 Relevant relationships are those in which anyone listed in Section 3 and their spouse/partner, parents and children during the past 12 months have had:
      5.1.1 A personal financial relationship of any amount with a commercial interest which produces, markets, sells, or distributes health care goods and services
      5.1.2 The possibility or perception of an opportunity to benefit from a relationship with a commercial interest which produces, markets, sells, or distributes health care goods and services
      5.1.3 The possibility or perception of the opportunity to affect the content of ACNN educational activities with content from a commercial interest which produces, markets, sells, or distributes health care goods and services
   5.2 Individuals accountable under this policy must identify those situations where they have a conflict of interest or where a reasonable person might conclude that they have had or could have a COI.

6. Implementation:
   6.1 COI Disclosure Forms must be completed by anyone in a role listed in Section 3 (See Appendix A for forms).
   6.2 COI Disclosure Forms will be completed annually during the October ACNN board meeting, at the ACNN annual meeting, and by email for those individuals not attending the annual meeting
   6.3 COI Disclosure Forms will be completed within a month by any individual assuming any of the roles listed in Section 3
   6.4 Disclosure Forms will be reviewed by the Policies and Procedures Committee who will inform the Board of Directors of any existing, potential or perceived conflicts of interest
   6.5 COI Disclosure Forms will be completed by all speakers at any ACNN sponsored educational event.

7. Conflict of interest remedies: remedial actions for disclosed or possible COIs may include but not be limited to the following:
   7.1 recusal from any ACNN decisions involving the conflicted relationship
   7.2 recusal from any part of the decision making process where a conflict exists
   7.3 recusal from the ACNN board, ACNN committee or ACNN project where a conflict exists