

VOLUNTEERS CONFLICT OF INTEREST POLICY, CONFIDENTIALITY POLICY AND DISCLOSURE FORM

(Approved 03.25.08)

In their capacity as volunteers, those who volunteer for the International Association of Certified Thermographers (IACT) must act at all times in the best interests of IACT. The purpose of this policy is to help inform the volunteers about what constitutes a conflict of interest, assist them in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary.

A conflict of interest exists when:

1. Any volunteer or close relative of a volunteer or the employer of either of the foregoing has an interest in an issue, matter or transaction in which IACT has an interest.
2. When any volunteer or a close relative of a volunteer acts as an agent, representative or spokesperson for any person, business, group or organization, in order to influence IACT on any issue, matter or transaction.

An individual or organization has an interest for purposes of this policy if he, she, or it:

1. Is an agent for a person or organization with an identified goal of influencing a decision by IACT.
2. Would experience a material economic gain or loss from a decision by IACT on an issue, matter or transaction identifiably different from the economic gain or loss that would be experienced by:
 - a. A member of the general public.
 - b. The holder of less than five percent (5%) of the equity in any business entity.
 - c. A nonexempt employee of IACT.

Someone is a close relative if they are a spouse, a child, natural or adoptive parent, grandparent, grandchild, brother or sister whether natural, adoptive or by marriage of a director. The term also includes any other family member who resides in the same household as a director or shares living quarters with a director under circumstances that closely resemble a marital relationship.

Conflict of Interest Policy

1. Volunteers have a duty to conduct themselves without conflict to the interests of IACT. In their capacity as volunteers, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of IACT.
2. A conflict of interest is a transaction or relationship, which presents or may present a conflict between a volunteer's obligations to IACT and the Board member's personal, business or other interests.
3. All conflicts of interest are not necessarily prohibited or harmful to IACT. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board (or IACT Executive Committee) members – with the interested volunteer(s) recused from participating in debates and voting on the matter – are required.

4. All actual and potential conflicts of interests shall be disclosed by volunteers, to the IACT Executive Committee, through the annual disclosure form and/or whenever a conflict arises. The disinterested members of the IACT Executive Committee shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The IACT Executive Committee shall inform the Board of such determination and action. The Board shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
5. On an annual basis, all volunteers shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the IACT Executive Committee, as well as all other conflict information provided by volunteers.
6. Volunteers may not accept any service, discount, concession, fee for advice or service or thing of value from any person or organization with an interest in an issue, matter or transaction in which IACT also has an economic or programmatic interest under circumstances that would suggest an obligation on the part of the director to exert any influence on IACT to enter into a transaction or adopt, alter or abolish any policy or position.

Confidentiality Policy

All volunteer leaders owe a fiduciary duty of care to IACT. This includes a duty of confidentiality. All information and documentation that received from IACT and others in connection with service as a volunteer will be treated with strict confidentiality. Neither the contents nor the existence of this information or documentation may be shared with anyone other than the officers, directors, employees, and attorneys of IACT. Questions regarding my confidentiality obligations to the IACT Executive Director or President.

The foregoing policy and guidelines for the International Association of Certified Thermographers has been approved and adopted by the Board of Directors.

VOLUNTEER LEADER CONFLICT OF INTEREST POLICY, CONFIDENTIALITY POLICY AND DISCLOSURE FORM

I have read the IACT Board Conflict of Interest and Confidentiality Policies set forth above and agree to comply fully with its terms and conditions at all times during my service as a IACT Board member or volunteer leader.

If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the IACT Executive Director or President in writing.

Disclosure of Actual or Potential Conflicts of Interest:

Volunteer Signature:

Volunteer Printed Name:

Date:
