

AMERICAN ASSOCIATION FOR RESPIRATORY CARE

Policy Concerning Conflict of Interest

PURPOSE

To define Conflict of Interest and establish a policy covering the spectrum of prevalent situations, events or transactions that may be subject to being in conflict of interest with the best interests of the Association.

DEFINITIONS

Association: American Association for Respiratory Care (AARC) and its subsidiaries including, but not limited to, Daedalus Enterprises, Inc.

Key Person: Those persons of the Association assigned, elected, or hired into the following positions of responsibility: Officers, Directors, HOD Officers, and Key Employees, including, but not limited to, the Executive Director, Associate Executive Directors, Controller, and Department Managers, who greatly influence the decision to purchase or sell goods or services.

Entity External to the Association: Companies, Corporations, Associations, Organizations, or other special interest groups that have or may have a formal or informal relationship with or to the Association.

Conflict of Interest: Direct or indirect participation by a Key Person of the Association in Association decisions regarding contracting of services; purchase, sale, or lease of property, supplies or assets; setting the direction or action of the Association, that involves a direct or indirect personal interest or influence in an Entity External to the Association, that is in or has potential of being in conflict with the best interests of the Association.

POLICY

1. It is the responsibility of Key Persons of the Association to abstain from discussion and voting on issues, transactions, or decisions before the Association or its infrastructure that IS OR MAY BE in Conflict of Interest with the best interests of the Association.
2. The minutes or official documents of record shall reflect the disclosure by the Key Person of the Association, that he/she has elected to abstain from participation in such action.
3. It is the responsibility of Key Persons of the Association to assure that the minutes or official documents of record clearly state such Key Person's decision to abstain from such action, so as to prevent any question of Conflict of Interest in any such actions that the Key Person may have otherwise participated in.
4. This policy shall be furnished to each Key Person of the Association at the time of their election, appointment or hire.

5. The Association President shall annually require all Key Persons of the Association to complete a questionnaire listing any possible areas of Conflict of Interest. The Key Persons will submit the completed questionnaire to the Executive Director of the Association within 30 calendar days after receipt of the questionnaire.
6. Failure of the Key Person of the Association to fully and completely disclose reportable areas of current or potential Conflict of Interest, and to submit such questionnaire within the stated period is subject to disciplinary action by the Association's Judicial Committee or in the case of Key Employees disciplinary action by the Executive Director of the Association. Such action might include dismissal from the position as a Key Person of the Association.

AMERICAN ASSOCIATION FOR RESPIRATORY CARE

Conflict Of Interest Questionnaire

Pursuant to the purposes and intent of the resolution adopted by the Board of Directors of the American Association for Respiratory Care, requiring disclosure of certain interests, a copy of which has been furnished to me, I hereby state that I or members of my immediate family have the following affiliations or interests or have taken part in the following transactions that, when considered in conjunction with my position with, or relation to, the Association, might possibly constitute a conflict of interest. (Check "none" where applicable.)

1. **Outside Interests:** Identify any purchases or sales or property or property rights, interests or services by yourself or your immediate family that might be deemed to have been in competition with the Association.

None _____

2. **Outside Activities:** Identify any instances in which you or any member of your immediate family have rendered directive, managerial or consultant services to any outside concern that does business with, or competes with, the services of the Association or have rendered any other services in competition with the Association.

None _____

3. **Gifts, Gratuities and Entertainment:** Neither I nor any member of my immediate family have accepted gifts, gratuities or entertainment from any outside concern that does, or is seeking to do, business with, or is a competitor of the Association except as listed below:

None _____

4. **Inside Information:** Neither I nor any member of my immediate family have disclosed or used information relating to the Association's business for the personal profit or advantage of myself or my immediate family, except as listed below:

None _____

5. **Other:** List any other activities in which you or your immediate family are engaged in what might be regarded as constituting a conflict of interest.

None _____

I hereby agree to report to Sam P. Giordano, Executive Director of the American Association for Respiratory Care, any further transactions that may develop before completion of my next questionnaire.

Name

Position

Date

TOBACCO-FREE POLICY AND PLEDGE
(PS.O0487)

The American Association for Respiratory Care (AARC) has a demonstrated commitment to educating the public about pulmonary health. Through its support of the Surgeon General's goal of a Smoke-Free Society by the year 2000 and through the development of its own position statements on Tobacco and Health, Health Promotion and Disease Prevention, and A Role Model Statement for Respiratory Care Practitioners, the AARC has established itself as a major proponent of respiratory health and no-smoking.

In keeping with these goals of the Association, the Board of Directors declares that there shall be no use of tobacco by participants or guests at any official gathering of the Association. Furthermore, the AARC Board of Directors feels that all members of the Board of Directors, the AARC Executive Director and his staff, committee chairs, and all others who, either through election or appointment, officially represent the AARC, should refrain from the use of tobacco products while representing the Association. Also, as leaders of the AARC, these individuals should encourage other AARC representatives to refrain from the use of tobacco products and should encourage and support the AARC pro-health position whenever possible.

By signing the attached pledge, you will be acknowledging your agreement with and support of the tobacco-free policies of the AARC. Also, your signature will demonstrate your willingness to refrain, to the best of your ability, from the use of tobacco products at all official gatherings and when representing the association in public, and to encourage others to do the same.

It is the duty of the president of the AARC to see that each member who officially represents this Association signs this policy as a pledge to follow throughout their term.

PLEDGE

I, _____, as a duly elected or appointed official, representative, or employee of the AARC, do hereby voluntarily pledge my support of the AARC's goal to encourage pulmonary health. In support of these goals, I hereby pledge that I will, to the best of my ability, refrain from the use of tobacco products while representing the AARC in my official capacity so that I might serve as an example and positive reflection of the principles for which the Association stands. I further pledge that I will, to the best of my ability, encourage all other elected and appointed officials and employees to embrace these goals as their own and to sign this pledge as a demonstration of their willingness to support the AARC by refraining from the use of tobacco products while representing the AARC.

Signature _____ Date _____

