



**Association of Child Life Professionals
Administrative Policy and Procedure**

SUBJECT: Conflict of Interest

LEAD AUTHOR(s): Kate Shamszad

CONTRIBUTORS: Nancy Ramhap, Jon Luongo, Governance Committee

PURPOSE OR DESCRIPTION:

To avoid a conflict, or the appearance of conflict, between the interests of the Association of Child Life Professionals (ACLP) and the private interests of any officer, Board member or other person associated with ACLP.

POLICY

Association of Child Life Professionals' volunteers, Board /committee officers and members, and organizations in collaborations with ACLP must disclose potential conflicts of interest as defined in this policy at least once each year or more frequently if potential conflicts arise.

DEFINITIONS

Conflict of Interest:

Any ownership interest, employment, or volunteer position or involvement in a commercial entity or nonprofit organization that may be seen as competing with ACLP or its programs and services or vying for the same members or customers as ACLP.

Any ownership interest, employment, or volunteer position or other involvement, in a commercial entity or nonprofit organization that is, or seeks to be, a vendor of products or services to ACLP; or any position as spokesperson, consultant, employee, or agent for another commercial or nonprofit organization that advances opposing or adverse public policy positions from those of ACLP.

Any work created in committee that has potential conflict of interest as it relates to parallel work by a committee chair/member in their own institution. Reference: ACLP Policy: Intellectual Property

Immediate Family: Any spouse, parent, child, grandchild, sibling, mother-and father-in-law, son- and daughter-in-law, brother- and sister-in-law or any interested person.

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Immediate family member shall also include anyone (other than a domestic employee or service provider) who shares the interested person's home.

PROCEDURE

1. Conflict of interest for volunteers, Board/committee members, and organizations in collaborations with ACLP

1.1. Annually disclose "other interests" both personally and for immediate family members and close business associates.

1.2. If additional potential conflicts of interest arise throughout the year, disclosure will be made immediately.

1.3. In the event of a designated activity that could be interpreted as a conflict, appropriate actions will be made to determine how to handle conflict of interest.

2. Recommendations based on conflict of interest:

2.1. The disclosure does not represent a material conflict.

2.2. The individual with conflict of interest will need to recuse from participating in discussion and voting on matters related to the conflict of interest.

2.3. If resignation is not forthcoming, the Board will decide on alternatives consistent with ACLP's bylaws and governing state law.

2.4. The individual may be asked to resign their position in relation to ACLP.

ADDENDUM A

Conflict of Interest Disclosure Form

Supporting documents:

- ACLP Administrative Policy and Procedure: Intellectual Property

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