



## Conflict of Interest Policy

**Effective Date:** 11/12/2010

**Policy Number:** 01

**Revised Date:** 8/6/2018

**Purpose:** The primary objective of this policy is to help assure the American Association of Sleep Technologists (AAST) that all member volunteers will operate in the best interest of the association to preserve the integrity of the volunteer, provide an ongoing systematic method for disclosure, resolve potential conflicts of interest, and substantiate the association's commitment to high standards and ethical conduct for serving the membership and sleep community.

The policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to non-profit organizations.

### **Definition of Conflict of Interest:**

A conflict of interest is defined as any relationship (financial, personal, real or perceived as real) that could impact, influence, or alter the outcome of decisions made on behalf of the association. Member volunteers will need to sign a Conflict of Interest Form annually upon acknowledging receipt of the AAST Conflict of Interest Policy, and have an ongoing responsibility to disclose Conflicts of Interest.

A volunteer must disclose all conflicts of interest in circumstances that may be, or may be perceived, as conflicts of interest and exclude himself or herself from discussion or vote on the conflicting matter.

### **Conflict of Interest Examples**

- 1) Direct ownership, or ownership by a spouse, children, or an entity in which the volunteer is a 5% or more owner of an ownership interest in a company selling sleep products or services (except ownership of a sleep disorders center/lab by a sleep professional).
- 2) Deriving income from a company whose purpose is providing products or services that directly compete with AAST's products or services.
- 3) Acceptance of payments for speaking engagements from industry.
- 4) Recipient of a personal gift, discounted or free use of material or equipment provided by a sleep related business in an aggregate value of \$250 or more in any 12 month period from any one business.
- 5) Recipient of a research or travel grant from a commercial entity or from a governmental or not for profit entity.
- 6) Service on the Board of Directors or Medical Advisory Board of another professional organization or on an Advisory Board of a for-profit company related to sleep.

### **Failure of COI Disclosure**

The Board of Directors shall have the right to take appropriate disciplinary action against any person who fails to disclose a conflict of interest.