Conflict of Interest Policy

This Conflict of Interest Policy of the National Society of Professional Surveyors (NSPS): (1) defines conflicts of interest; (2) identifies classes of individuals within NSPS covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

1. Definition of conflicts of interest. A conflict of interest arises when a person in a position of authority over NSPS actions and activities may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.

2. Individuals covered. Persons covered by this policy are the NSPS officers, directors, chief employed executive, chief employed finance executive, employees or committee chairs or members with authority to make or recommend purchases or contracts.

3. Facilitation of disclosure. Persons covered by this policy will annually disclose or update to the Executive Committee, on a form provided by NSPS, their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations of those family members.

4. Procedures to manage conflicts. For each interest disclosed to the Executive Committee, the committee will determine whether to: (a) take no action; (b) provide full disclosure to the Board of Directors and other individuals covered by this policy; (c) ask the person to recuse himself/herself from participation in related discussions or decisions within NSPS and/or its affiliates; or (d) ask the person to resign from his or her position in NSPS or, (e) if the person refuses to resign, become subject to possible removal in accordance with NSPS Bylaws and/or the Employee Handbook, as appropriate. The NSPS chief employed executive, now called the Executive Director and chief employed finance executive (none employed on staff at present time) or NSPS Secretary/Treasurer will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the Executive Committee, to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

Approved by NSPS Board of Directors April 16, 2014