700 - CONFLICT OF INTEREST POLICY

A. Scope and Purpose

RETA (the Association) is primarily concerned with conflicts of interest involving those individuals participating directly in decision-making processes that affect RETA programs or activities. The integrity of their decisions and activities is dependent on the avoidance of actual, potential, or apparent conflicts of interest.

1. This policy reflects RETA’s recognition of the many factors that can influence one’s judgment and its desire to make as much information as possible available to other participants in RETA-related matters; it does not create a presumption of impropriety.

2. All members of the RETA Board of Directors, committee chairs, and the Editor of the Technical Report must comply with the RETA Conflict of Interest Policy.

3. When participating in activities financed by the Association, members of the RETA Board of Directors and the Editor of the Technical Report, are expected to refrain from activities that advance their personal financial interests.

4. Every year in advance of the Annual Meeting the sitting board members will review this policy and submit a signed disclosure form (attachment 700-1).
   a. Incoming Board nominees will review the Conflict of Interest Policy and submit their signed disclosure forms prior to their election at the Annual Meeting.
   b. Persons that are appointed to fill unfinished terms of directors that do not finish their term will review the Conflict of Interest policy and submit their signed disclosure forms prior to their appointment.

B. Disclosure

1. The most appropriate manner in which to address actual, potential, or apparent conflicts of interest is through liberal disclosure of any financial or other interest that might be construed as resulting in such a conflict.

2. All individuals who are required to comply with this policy must complete a Conflict of Interest Disclosure Form (Attachment 700-A) and shall have a continuing obligation to disclose a significant financial interest in, or other relationship with, an entity having a commercial interest in any RETA activities, programs, or decisions.
   a. A commercial interest may exist where the entity’s products or services are in competition with those of, or under consideration by, the Association or where the entity’s products or services are themselves under consideration by the Association. By the disclosure of such interests, RETA will be in a better position to determine whether the participant may have an interest that is in conflict with the interests of RETA.
b. Potential conflicts of interest also may arise if the participant directly shares income (as in the case of a spouse) with an individual who has a financial interest in, or other relationship with, an entity having a commercial interest in any RETA activity, program, or decision.

3. Financial interests or relationships requiring disclosure include, but are not necessarily limited to, the following.
   a. Employment
      Any full- or part-time employment that may give rise to an actual, potential, or apparent conflict of interest must be disclosed.
   b. Consultancies
      Any consultant arrangements that may give rise to an actual, potential, or apparent conflict of interest must be disclosed if (a) the consultation is current or proposed; or (b) the consultation was performed within the prior two years; or (c) payments or royalties were made for such consultation within the prior two years.
   c. Ownership Interests
      Any ownership interests in an entity having a commercial interest in any program, activity, or matter under consideration by RETA must be disclosed.
   d. Honoraria, Royalties, and Funding
      Any payments for specific speeches, seminar presentations, publications, or appearances, and any receipt of funds for conducting research that may give rise to an actual, potential, or apparent conflict of interest must be disclosed.
   e. Leadership Roles
      Any leadership role (e.g., as a board or committee member or advisor) in another organization, including a chapter of RETA, must be disclosed.

C. Interpretation and Application

1. The President and the Executive Director are specifically designated by the RETA Board of Directors to interpret and apply this policy and are expected to use their best judgment.
2. The President and the Executive Director will determine if an individual engaged in, or about to engage in, a RETA-related program, activity, or decision has an actual, potential, or apparent conflict of interest requiring a response.
3. If the issue cannot be resolved by discussion among the President, the Executive Director, and the individual, the issue will be brought to the board for further discussion.
4. In most instances, discussion with the individual and disclosure of the conflicting or potentially conflicting interest will itself suffice to protect the Association’s interests. In other words, once a conflict is fully disclosed to the relevant parties, they generally will be able to evaluate the possible influence of the disclosed interest.
5. In situations where disclosure does not appear to deal with actual or potential problems, additional action may be necessary. Such action may include:
   a. denial of the individual’s request to be nominated to the RETA Board of Directors or appointed as editor of the Breeze / Tech Report;
   b. disclosure of the interest to the other participants in the RETA-related program, activity, or decision-making body;
   c. recusal from voting on a matter and limitation of the individual’s participation only to the provision of factual information of benefit to the group discussion;
d. complete recusal from a portion of a meeting or from other consideration of the subject matter;

e. replacement of the individual in the program or activity;

f. removal by a majority vote of the Board of Directors whenever, in their judgment, the best interests of the Association would be served thereby.
ATTACHMENT 700.1
RETA CONFLICT OF INTEREST DISCLOSURE FORM

SUMMARY OF POLICY

RETA is primarily concerned with conflicts of interest involving those individuals participating directly in decision-making processes that affect RETA programs or activities. The integrity of their decisions and activities is dependent on the avoidance of actual, potential, or apparent conflicts of interest.

This policy reflects RETA’s recognition of the many factors that can influence one’s judgement and its desire to make as much information as possible available to other participants in RETA related matters; it does not create a presumption of impropriety.

All individuals who are required to comply with this policy (board members, RETA employees, consultants, and national officers) must complete a Conflict of Interest Disclosure Form and shall have a continuing obligation to disclose a significant financial interest in, or other relationship with, an entity having a commercial interest in any RETA activities, programs, or decisions.

NAME: __________________________________________________________________

In the space provided below, describe any of your financial or other interests that reasonable may be anticipated to conflict with the interests of RETA

1. EMPLOYMENT
Any full or part time employment that may give rise to an actual, potential, or apparent conflict of interest be disclosed.

☐ No Conflict of Interest
☐ Yes, Conflict of Interest ________________________________________________________________________________________

2. CONSULTANCIES
Any consultant arrangements that may give rise to an actual, potential, or apparent conflict of interest must be disclosed if the consultation is current or proposed or if the consultation was performed, or payments or royalties were received for such consultation, within the prior two years.

☐ No Conflict of Interest
☐ Yes, Conflict of Interest ________________________________________________________________________________________

3. OWNERSHIP INTERESTS
Any ownership interests in an entity having a commercial interest in any program, activity, or matter under consideration by RETA must be disclosed.

☐ No Conflict of Interest
☐ Yes, Conflict of Interest ________________________________________________________________________________________
4. **HONORARIA AND FUNDING**
Any payments for specific speeches, seminar presentations, publications, appearances, that may give rise to an actual, potential, or apparent conflict of interest must be disclosed.

☐ No Conflict of Interest  
☐ Yes, Conflict of Interest ______________________________________________________________________________

5. **LEADERSHIP ROLES**
Any leadership role (e.g., as a board, committee member or advisor) in another refrigeration industry organization, including a chapter of RETA, must be disclosed.

☐ No Conflict of Interest  
☐ Yes, Conflict of Interest ______________________________________________________________________________

6. **OTHER**
Any other significant financial interest in, or other relationship with, an entity having a commercial interest in any RETA activities, programs, or decisions must be disclosed.

☐ No Conflict of Interest  
☐ Yes, Conflict of Interest ______________________________________________________________________________

**AGREEMENT**
I have read, understood, and hereby agree to abide by RETA’s Conflict of Interest Policy. I have disclosed above all significant financial interests in, and other relationships with, entities that have a commercial interest in the RETA programs and activities in which I am involved or the outcomes of decisions, which I am in a position to influence. I have disclosed above all potential, and apparent conflicts of interest arising from my own interests and relationships as well as from those of persons with whom I directly share income. I understand that I have an ongoing obligation to disclose such interests as long as I continue as a participant in decision-making processes that affect RETA programs or activities.

Signature_______________________________________________
Date___________________________________________________

THANK YOU FOR YOUR SERVICE TO RETA!
Non-Disclosure Agreement – RETA Organization Information
Applicable to RETA Board Members and RETA Staff

Date: ____________________________

I, ____________________________________________________________________________.

understand that the information provided regarding member contact information is privileged and considered confidential.

The information I have access to ranges from names and addresses members through sensitive financial and legal matters. The use of this information is restricted to the purposes of serving the membership of the Refrigerating Engineers & Technicians Association and will remain in my confidence.

I will use this information for its intended purpose and not release it to others who have not committed to this agreement.

________________________________________
Signature

Please date and sign the agreement and return to RETA Headquarters.

Fax (541)-497-2966