

SETAC Conflict of Interest Policy

The Society of Environmental Toxicology and Chemistry (SETAC) has established a Conflict of Interest Policy to complement its by-laws to prevent the personal interest of officers, staff members, governance members, contractors, and volunteers from interfering with the performance of their duties to SETAC, and to avoid personal financial, professional, or political gain on the part of such persons at the expense of SETAC or its members, supporters, and other stakeholders.

Definitions

Conflict of Interest (also Conflict) is a situation in which an individual, especially a person in a position of trust such as a staff or governance member, has competing interests or loyalties, or when a person has two relationships that might compete with each other for the person's loyalties.

Governance member means a member of a SETAC council or board of directors. **Staff member** means a person who receives all or part of their income from the payroll of SETAC. **Contributor** means corporation, foundation, individual, nonprofit and other nongovernmental organization that contribute to SETAC.

Policy and Practices

1. By notice in writing using the form provided in attachment 1, the parties in a position of trust shall fully disclose to the full governance body all conflicts of interest, including but not limited to the following:
 - a. A governance member is related to another governance member or staff member by blood, marriage, domestic partnership, or non-SETAC work relationship.
 - b. A staff member in a supervisory capacity is related to another staff member by blood, marriage, domestic partnership, or non-SETAC work relationship.
 - c. A governance member or their organization or a staff member stands to benefit from a transaction or receives payment for any subcontract, goods or services other than as part of their regular job responsibilities or as reimbursement for reasonable expenses incurred as outlined in the by-laws and board policy.
 - d. A governance member's organization receives grant funding from SETAC.
 - e. A governance member or staff member is a member of the governing body of a contributor to SETAC.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the governance body shall determine whether a conflict of interest exists, and if so, the governance body shall vote to authorize or reject the transaction or take any other actions deemed necessary to address the conflict and protect SETAC's best interests. Both votes shall be by a majority vote without counting the vote of any interested or potentially interested governance member(s), even if the governance member(s) without conflict are less than a quorum provided that at least one consenting governance member is disinterested, or conflict-free.
3. An interested governance member or staff member shall not participate in any discussion or debate of the governance body, or of any committee or subcommittee thereof, in which the subject of discussion is a contract, transaction or situation in which there may be a perceived or actual conflict

of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present governance or committee member.

4. Anyone in a position to make decisions about spending SETAC's resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); they should not participate in any final decisions. This shall be reflected in the minutes of the specific governance meeting.
5. A copy of this policy shall be given to all governance and staff members, or other key stakeholders, upon commencement of such person's relationship with SETAC or at the official adoption of stated policy. Each governance member and staff member shall sign and date the policy at the beginning of their term of service or employment and shall provide an update annually or when conflict of interest changes occur. Failure to sign does not nullify the policy.
6. This policy and disclosure form must be filed out annually by all specified parties and updated promptly if circumstances change and a conflict arises.

SETAC Conflict of Interest Disclosure Form

The Society of Environmental Toxicology and Chemistry (SETAC) has established a conflict of interest policy to complement its by-laws to prevent the personal interest of staff members, governance body members, contractors, and volunteers from interfering with the performance of their duties to SETAC, and to avoid personal financial, professional, or political gain on the part of such persons at the expense of SETAC or its members, supporters and other stakeholders.

Name: _____

Position: _____
(Staff or governance member)

_____ I have reviewed the SETAC Conflict of Interest Policy and

_____ I have no conflict of interest to report

_____ I have the following possible conflict of interest to report

Please describe below any relationships, transactions or positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between SETAC and your personal interests, financial or otherwise:

Please specify other nonprofit and for-profit boards you (or your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder and the name of your employer and any businesses you or a family member own:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed and agree to abide by the SETAC Conflict of Interest Policy.

Signature: _____

Date: _____