

Certified Veterinary Practice Manager Board Conflict of Interest Policy

Members of the Certified Veterinary Practice Manager Board are required to receive a copy of the Conflict of Interest Policy upon nomination and must sign the policy prior to installation.

In their capacity as officers, the members of the Certified Veterinary Practice Manager Board of (CVPMB) must act at all times in the best interests of the Certified Veterinary Practice Manager (CVPM) certification program. The purpose of this policy is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below.

Defining Conflicts

Board members have a fiduciary duty to conduct themselves without conflict to the interests of CVPM certification program. In their capacity as Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of CVPM. While not all staff members may be subject to the same type of fiduciary relationship as the Board, staff members are expected to act ethically and in good faith and to comply with CVPMB's Conflict of Interest Policy.

A "conflict of interest" is a transaction or relationship that presents or may present a conflict between a Board member's obligations to CVPM certification program and the Board member's personal, business or other interests.

Conflicting and potentially conflicting involvements include but are not limited to the following: CVPM Board or staff members serving as board members of affiliated organizations, immediate family members serving as a member of a foundation board or staff members of affiliated organizations, CVPM Board members or staff members or their immediate family members being employed by or doing business with affiliated organizations.

An "affiliated person or organization" is: a spouse, domestic partner, child, mother, father, brother or sister; any corporation or business entity of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or a beneficial owner of more than 2% of any class of equity securities; any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity; and any not-for-profit organization of which you are a trustee, an officer, participate in management or are employed by, or are, directly or indirectly, a debt holder or benefit in any way.

All conflicts of interest are not necessarily prohibited or harmful to the CVPM certification program. However, full disclosure of all actual and potential conflicts, and a determination by

the disinterested Board members – with the interested Board member(s) recused from participating in debates and voting on the matter – are required.

Disclosure of Potential Conflicts

All actual and potential conflicts of interests shall be disclosed by Board members to the Board through the annual disclosure form and/or whenever a conflict arises. The disinterested members of the Board shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The Board shall retain the right to modify or reverse such determination and action and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.

Abstention from Decision-making

Should the transaction or relationship in question be considered a conflict or should it create the appearance thereof, the Board member involved shall abstain from voting and shall not participate in the discussion of the applicant organization other than to answer specific questions that may be raised by other Board members. Abstaining Board members may be included in attendance figures for the purposes of creating and maintaining a quorum.

Board Member Signature:

Board Member Printed Name:

Date:
