



# Conflict of Interest Form

## I. Policy Statement

ASSP Colorado Chapter ("ASSP Colorado") officers and volunteers shall subordinate personal interests to those of ASSP Colorado Chapter where these two conflict and act in such a manner so as to avoid even the appearance that their position may be used to advance the private interests of themselves or others.

A conflict of interest shall be considered to exist in any instance where personal or financial interests or relationships with other organizations may prevent, or be perceived as preventing, the individual from acting in the best interest of ASSP Colorado Chapter. Conflicts of interest also can arise in other instances.

## II. Types of Conflict of Interest

The most common potential conflicts are:

- Conducting business with ASSP Colorado. An ASSP Colorado officer or director contracts with the organization to buy or sell goods or services or to derive some personal benefit.
- Usurping an ASSP Colorado opportunity. An officer or director acquires for their own benefit a business opportunity that should belong to ASSP Colorado.
- Competing with ASSP Colorado. An officer or director engages in a similar yet independent business.
- Inside information. An officer or director discloses or uses information relating to ASSP Colorado business for the personal profit or advantage of the individual or their immediate family.

These potential conflicts of interest are further defined as follows:

- Using information that is acquired in connection with their office for their own personal gain or for any other improper use.
- Participating in or attempting to influence in any way decisions of ASSP Colorado where a personal interest is involved. As used herein, the term "personal interest" includes an interest of the member, their spouse and immediate family in employment, volunteer or consulting relationship with, or a significant financial interest in an organization with which ASSP Colorado does or may do business, or in an ASSP Colorado competitor.
- Holding directly or indirectly a position or financial interest in any outside concern from which the officer or director has reason to believe ASSP Colorado secures goods or services (including the services of buying or selling stocks, bonds or other securities) or that provides services competitive with ASSP Colorado.



## COLORADO CHAPTER

AMERICAN SOCIETY OF  
SAFETY PROFESSIONALS

- Rendering directive, managerial or consultative services to any outside concern, including any for-profit or non-profit entity, that does business with or competes with the services of ASSP Colorado, or rendering other services in competition with ASSP Colorado.
- Accepting gifts, entertainment or other favors with a value exceeding \$25 from any outside concern that does or is seeking to do business with ASSP Colorado or is a competitor of ASSP Colorado.
- Members of the Board of Directors can only receive reimbursement for reasonable and authorized expenses and costs incurred in carrying out their board responsibilities.
- Competing, directly or indirectly, with ASSP Colorado in the purchase or sale of property, rights, interests or services.
- Conflicts of interest may also arise when family members or business associates undertake these or similar actions.

All officers and directors of ASSP Colorado shall scrupulously identify any conflict or potential conflict between their own respective individual interests and the interests of ASSP Colorado, in any and all actions taken by them on behalf of ASSP Colorado in their respective capacities and follow the process defined below.

In addition to meeting the requirements of the bylaws and the Code of Professional Conduct, any officer, member of the Board of Directors or board nominee shall make full written disclosure of relationships dealing with vendors of services and suppliers or any other relationship that may be a potential source of conflict of interest.

Unless an individual officer, director or employee reports that they have a conflict of interest, it shall be assumed that they are in compliance with the policy.

### III. Procedures

To assist in avoiding any conflict or appearance of conflict of interest, the following procedures are adopted:

1. A copy of this Conflict of Interest guidance document shall be furnished to each officer, director and employee.
2. Whenever any ASSP Colorado officer or volunteer shall have any direct or indirect interest in or relationship with any individual or organization that may be a conflict of interest, as described above, such officer, director or employee shall:
  - fully disclose, in writing, all relevant facts and circumstances;
  - promptly provide the disclosure to the Board of Directors;
  - not vote on the matter;
  - remove themselves from the meeting during discussion.



## **COLORADO CHAPTER**

AMERICAN SOCIETY OF  
**SAFETY PROFESSIONALS**

1. The minutes of appropriate meetings shall reflect that a disclosure was made and that the officer abstained from voting, as applicable.
2. Candidates for elected office and newly elected officers and directors shall be required to submit the record of disclosure.