

SOP No.	BD-09.01	Supersedes SOP No.	BD-03-05.00	Effective Date	23 September 2009		
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Conflict of Interest Disclosure

1. Significant Change(s) from Previous Version

This document has been updated to reflect the revised SOP numbering system.

Section 5.2 - Deleted

2. Purpose

This SOP sets forth procedures by which the Board of Directors and Executive Director affirm that any potential for conflict of interest concerns of any of these individuals is appropriately disclosed.

3. Scope

This SOP shall apply to the elected Officers and Directors of SQA and to its Executive Director.

4. Responsibilities

- 4.1 The members of the Board and the Executive Director shall be responsible to consider conflict of interest on an annual basis and to disclose any potential for conflict of interest in an annual statement.
- 4.2 The President of the Society of Quality Assurance shall review and consider all statements made by Board members and the Executive Director.
- 4.3 SQA Headquarters shall maintain the disclosure statements in its files. Files shall be retained for three years after an individual no longer serves on the Board or as the Executive Director.

5. Procedure

- 5.1 At the January meeting each year, each member of the Board of Directors and the Executive Director shall review and complete the Conflict of Disclosure Statement. The original shall be retained at Headquarters for filing and a copy shall be posted to the BoD working website.

6. Other Documents to Consider

None

SOP Reviewed by:

Signature on File

Elliott Graham, RQAP-GLP
SQA Executive Director

23 September 2009

Date

SOP Approved by:

Signature on File

Jeff Cummings
SQA President

01 February 2010

Date

Attachment to SOP BD-09.01

SQA Conflict of Interest Disclosure Statement

POLICY: All Officers, Directors and the Executive Director of the Society of Quality Assurance are expected to observe Conflict of Interest Disclosure Policies and Procedures as set forth below. This will include an annual disclosure to reflect financial or personal interest in, or obligation, which might affect, or appear to affect, his/her judgment in dealing on behalf of Society of Quality Assurance in the capacity of Officer, Director or Executive Director. Each Officer, Director and the Executive Director must examine his/her own activities and assure that there is no conflict of interest with the organization.

DEFINITION: Conflict of Interest is a condition, based either on a one time event or ongoing, in which the individual may have some other interest which may cause that person to act, or refrain from acting, in a way which may affect the interests of Society of Quality Assurance. A covered individual may have such a conflict whether or not that person has acted upon it.

PROCEDURE:

1. All covered individuals are required to complete a Conflict of Interest Disclosure Statement and file it annually with Headquarters. Statements may be inspected by any member of the Board of Directors
2. Each individual covered by this policy shall notify and discuss with the SQA President any transaction which might involve a conflict of interest. When a conflict appears, it shall be disclosed and reviewed. If the SQA President is involved in a transaction that may involve conflict of interest, s/he shall discuss it with the Executive Committee. In the event of a potential apparent conflict, the situation shall be described in writing and appended to the disclosure statement.
3. Compliance with this policy is a condition of Board membership, or for the Executive Director, a condition of contract renewal. Any violation of it is grounds for removal from the Board of Directors or for disciplinary action, including dismissal, for the Executive Director.
4. Conflicts of interest may arise in relation to individuals or other entities, which may affect the financial, confidentiality or other activities of SQA, including but not limited to:
 - a. Contracts with SQA whereby compensation received is over and above a salaried position;
 - b. Dealings with suppliers of goods and services;

- c. Relations with similar or related organizations.
- d. Dealings with banks, other lending institutions or savings and trust institutions;
- e. Unethical dealings with donors or others who give their support to the organization;
- f. Owning stock or other proprietary interest in competing organizations or institutions;
- g. Obtaining or holding interest in real estate, securities or other property which the organization is considering buying, leasing or selling;
- h. Disclosing or using information relating to Society of Quality Assurance business or operations for the personal profit or advantage of the individual;
- i. Receiving gifts or unsecured loans from a vendor or financial institution with which the organization normally does business; receiving remuneration for services with respect to individual transactions with vendors of the corporation (such as kickbacks);
- j. Seeking or accepting gifts, favors or entertainment that might influence, or appear to influence, conduct in representing Society of Quality Assurance; holiday gifts with a value of not more than \$100.00 and ordinary business meals or other such modest business entertainment will be deemed not to influence conduct of employees; acceptance of gifts of money is never permitted.

Printed Name

SQA Office