NUMBER 2.5 CONFLICT OF INTEREST

EFFECTIVE: JANUARY, 2015

POLICY

A "conflict of interest" is defined as any situation in which a person who influences decision making for INFORMS has an incentive to recommend or make decisions that are not in the best interest of INFORMS or the community served by INFORMS. The existence of an incentive is sufficient to establish a conflict of interest, even if no undue influence has been exerted.

Conflicts of interest should be avoided, if possible, by the person with a conflict of interest being replaced by another person without a conflict of interest. If a conflict of interest cannot be avoided it must be disclosed, by the person having the conflict of interest to persons with the authority to either eliminate the conflict or to ensure that it is made known widely to the affected community. For example, staff members including the executive director and board members including the president should disclose conflicts of interest to the executive committee. Members of other committees such as award committees or nomination committees should disclose conflicts of interest to their fellow committee members, as well as persons who appointed the committee or who oversee the committee, if any.

Upon election/appointment, each INFORMS staff member, board member, Editor-in-chief, committee chair, or award committee member must sign the following statement before commencement of their duties:

I, _____ *, acknowledge that I have read and understand the above Conflict*
Print Name
of Interest statement, that I will adhere to it, and that I will ensure the same for any people under my supervision who perform duties for INFORMS.

_____
Signature Date

Upon election/appointment, each INFORMS section, society, and forum chair/president must sign the following statement before commencement of their duties:

I, _____ *, acknowledge that I have read and understand the above Conflict*
Print Name
of Interest statement, that I will adhere to it, that I will take steps to ensure that the policy is adhered to in my subdivision, and that I will report to the Chair of the Subdivisions Council any conflict of interest situation in my subdivision that I am aware of.

_____
Signature Date

Chapter Officers: The VP for Chapters/Fora will notify, by email, the chapter chairs/presidents what the Subdivisions Council members signed and ask the chairs/presidents to adhere to the policy.

On the annual activity report required of all subdivisions, there shall be a box that must be checked which asks the subdivision to confirm that all of its officers understand and will adhere to this Conflict of Interest policy.

Upon election/appointment, each officer of the INFORMS Roundtable must sign the following statement before commencement of their duties:

I, _____ , acknowledge that I have read and understand the above Conflict of Interest statement, that I will adhere to it, and that I will report to the Vice President of Practice Activities any conflict of interest situation in the Roundtable that I am aware of.

Print Name

_____ _____

Signature Date

PROCEDURE:

The INFORMS Executive Director is responsible for implementation of this policy, including the archiving of the signed statements.

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 6.1, General Information on Awards