



## OREGON SOCIETY OF HEALTH-SYSTEM PHARMACISTS

### Conflict of Interest Policy

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Since major decisions about OSHP are made by Directors/Representatives it is important that individuals with the appropriate level of experience and expertise be available for service to OSHP. It is expected that these individuals will have other concurrent professional and business interests while representing OSHP. Some of these other interests may involve potential conflicts of interest. To address conflicts of interest, and to protect the Director/Representative and their decisions on behalf of OSHP, individuals serving OSHP in this capacity are asked to disclose and discuss with OSHP these other material activities.

Given the importance of this issue the Board of Directors of OSHP has adopted the following policy on Disclosure of Outside Interests:

#### Assumptions and Background:

- a. Securing Officers, Directors and Committee Chairs (collectively "Representatives") on behalf of OSHP who have a wide variety of related professional and business experiences furthers the best interests of OSHP by providing invaluable expertise for policy discussions and corporate transactions;
- b. Representatives have access to sensitive business, strategic and proprietary information about OSHP during their time of service, and such information is only to be used within the parameters of their activities with OSHP;
- c. OSHP recognizes that it would be unreasonable to expect its designated Representatives to forego all outside activity during their terms of office or service to OSHP;
- d. Representatives must meet certain professional, ethical and legal standards which, requires them to act objectively, honestly, in good faith, in the best interests and on behalf of OSHP; and
- e. Certain outside activity of Representatives may give rise to concerns or perceptions that the outside activity may: 1) bias or influence the individual's decision making regarding a program, policy or activity under consideration by OSHP, or 2) create an unfair competitive advantage for any individual person or outside organization (hereafter collectively referred to as "conflict of interest").

Given the above assumptions and background the following policy is adopted for current and future Officers, and Directors and Committee Chairs of OSHP:

1. Officers, Directors, and Committee Chairs are expected to exercise their best judgment to further and protect the best interests of OSHP and the membership; this judgment must be exercised in light of OSHP's mission as well as their experiences, perspectives and expertise.
2. Annually, Officers, Directors, and Committee Chairs may be required to disclose in a written form to the Secretary, prior to the commencement of service for OSHP, the existence of any outside activities which might create a conflict of interest during service to OSHP. The Disclosure Report Form should disclose any outside activity or interest of a personal, financial, business, or other nature which might create a bias or conflict of interest with OSHP, whether or not the individual believes that a conflict or bias will develop.
3. An Officer, Director or Committee Chair with a conflict of interest or bias should not vote on matters where the conflict or bias is applicable. They should not participate in discussions as advocates on matters affecting their own interests at meetings or informally through private contacts, but may respond to requests for factual information needed to reach an informed decision. In addition, in some situations a Representative who is determined to have a conflict of interest should not be present at a meeting in order to avoid inhibiting free discussion of the matter.
4. Disclosure of the existence of specific conflict of interest and nonparticipation in debates and votes shall be noted in the minutes.
5. Other OSHP members acting on OSHP's behalf (other than Officers, Directors and Committee Chairs) may be required to disclose in a written form to the Secretary, prior to the commencement of service for OSHP, the existence of any outside activities which might create a conflict of interest during service to OSHP.
6. The duty to disclose conflicts of interest is an ongoing one, and any changes in information reported by the Representative on the Disclosure Report Form or any new information should be reported promptly to the Secretary or the Chair of the Board of Directors.
7. The legal and professional standards which apply to Officers, Directors and Committee Chairs are also deemed to apply to the OSHP staff and agents of OSHP.

I have read and understand the above conditions regarding OSHP's Disclosure of Outside Interests Policy, and agree that my signing of this statement indicates that I will abide by these terms.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_