

## *Association of Women's Health, Obstetric and Neonatal Nurses*

### **POLICIES ON AVOIDANCE OF CONFLICT OF INTEREST, LOYALTY AND CONFIDENTIALITY, COPYRIGHT ASSIGNMENT, AND DISCLOSURE**

#### **Conflict of Interest**

AWHONN recognizes that talented and energetic people often are called upon by various organizations to perform many roles. Thus, actual or potential conflicts of interest often arise, without fault of the person. However, both individuals and organizations have obligations to address these conflicts of interest in a forthright and proper manner.

A potential or actual conflict of interest exists if an AWHONN officer, or director; advisory panel, committee or task force member; section or chapter leader; employee, instructor, consultant, or other appointee ("AWHONN Personnel") might reasonably lack objectivity in their decision making or performance for AWHONN, because of any personal, professional, financial or other interest or relationship they have. A non-exhaustive list of the kinds of situations which can give rise to conflicts of interest include situations in which:

1. AWHONN Personnel serve as officers or board members for other professional associations whose policies or goals may diverge from those of AWHONN.
2. AWHONN Personnel are offered personal business opportunities which might otherwise be opportunities of AWHONN, or are asked to make decisions for AWHONN on business opportunities that might otherwise become their own personal opportunities (such as contracting to prepare a book or monograph).
3. AWHONN Personnel are involved in businesses that compete with AWHONN.
4. AWHONN Personnel desire to contract to provide goods or services to AWHONN.
5. AWHONN Personnel are asked to make decisions for AWHONN with respect to dealings with persons with whom they have substantial personal, professional, financial or other relationships.

Total avoidance of any potential conflict of interest, however remote or tenuous, is not a realistic goal. However, it is the responsibility of all persons *in their AWHONN roles*: (1) to disclose and raise for consideration any significant potential or actual conflict of interest, (2) to avoid any significant actual conflict of interest, and (3) to abide by decisions that are made by the designated AWHONN authorities (Chief Executive Officer or board of directors) concerning such matters.

If any AWHONN Personnel believe that a conflict of interest may arise or exist with respect to themselves or another person, at the earliest possible date they should disclose the relevant facts of the situation to (a) the Chief Executive Officer in the case of the president, an advisory panel, committee or task force member; section or chapter leader; employee; instructor; consultant; or other appointee, or (b) the president, in the case of the Chief Executive Officer, an officer or director.

The matter shall be resolved by the Chief Executive Officer or the board (by majority vote) as the case may be.

If an appropriate set of conditions for accommodating the potentially conflicting activity cannot be agreed upon, the AWHONN Personnel will be asked to refrain from the activity. Refusal or failure to abide by a decision regarding a significant conflict of interest may result in sanctions to an employee (consistent with AWHONN's employment policies), or to other AWHONN Personnel (consistent with AWHONN's Bylaws).



Any time an advisory panel, committee or task force member, board member, or officer of AWHONN becomes aware of a possible conflict of interest relating to a matter raised for discussion at a meeting, she or he should promptly disclose the potential conflict on the record and abstain from all discussions and votes on the matter(s) in question. Conflicts concerning section or chapter personnel should be resolved by analogous procedures.

An appropriate level of confidentiality shall be accorded to information developed in the course of review of potential conflicts of interest, and disclosures of such confidential information should only be made to the extent needed to resolve the matter or properly to conduct Association business.

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### **Loyalty and Confidentiality**

Consistent with law and recognized practice of non-profit organizations, AWHONN Personnel are obligated to respect their duties of loyalty and confidentiality. In the course of their work, they may become aware of confidential or proprietary information of AWHONN. This may relate to matters such as, but not limited to, AWHONN finances, legal matters, businesses, programs or plans, publications, employee matters, relations with other organizations, membership lists or sponsor lists. Persons may use such information only in order to perform their AWHONN roles. They may not, during or after performing their roles within AWHONN, use that information for their own advantage, or disclose it to others without the explicit written authorization of AWHONN. In addition, unless there is a written agreement to the contrary, all reports or material written for AWHONN remain its property.

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### **Assignment of Copyright**

I understand that in the course of my work as AWHONN Personnel, documents may be produced by me (or a group of which I am a member) in the course of the appointment and that these documents in draft and final form are works for hire, or are otherwise the property of the Association of Women's Health, Obstetric and Neonatal Nurses (AWHONN). Further, in consideration of my being an elected or appointed member as noted above, I hereby assign to AWHONN the ownership of copyright in such works, whether published or unpublished. I further agree upon request to execute such specific assignments or instruments and take any action necessary to enable AWHONN to secure its copyright.

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### **Conflict of Interest Disclosure (Refer to the Conflict of Interest Policy)**

I am associated with the Association of Women's Health, Obstetric and Neonatal Nurses in the following capacity. (List all current AWHONN positions, including allied organizations you serve on or act as a member or representative of AWHONN).

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I am associated with the following organizations related to nursing or the health care of women and newborns as a member of the board of directors, committee, advisory panel, editorial board or consultant. (List name of organization, position you hold and term):



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To my knowledge, my employer or other organizations with which I am involved have no significant dealings with AWHONN and are not in significant competition with AWHONN, except as noted below:

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To the best of my knowledge, neither I nor any member of my immediate family has a significant financial, personal, professional or other interest or relationship that conflicts with or might reasonably appear to conflict with my AWHONN activities, except as follows:

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**The preceding information is accurate. I agree to abide by and act in accordance with AWHONN's Policies on Avoidance of Conflict of Interest, Loyalty and Confidentiality, Copyright Assignment and Disclosure.**

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Signature Date

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Please print or type full name Position title

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