

**CONFLICT OF INTEREST, CONFIDENTIALITY &  
FULL DISCLOSURE AGREEMENT**

1. **Conflict of Interest: Overview**

- a. Board, Committee, Task Force, subcommittee, and Working Group chairs and their membership should avoid both actual and perceived conflicts of interest that would interfere with their ability to discharge their responsibilities to the Academy.
- b. Every member of a committee or subcommittee (“committee member”), including those with responsibility for selecting speakers or topics for educational sessions at the American Academy of Audiology (“Academy”) convention, AudiologyNOW! should avoid both actual and perceived conflicts of interest that would interfere with their ability to discharge their responsibilities to the Academy.
- c. Additionally, Board, Committee, Task Force, subcommittee, and Working Group chairs and their members are required to provide full disclosure of their official duties or obligations that might affect their ability to fulfill their commitment to the Academy, and to protect proprietary Academy business information from outside disclosure.

2. **Potential Conflict of Interest Defined.** The following circumstances may potentially create a conflict of interest. A Board, Committee, Task Force, subcommittee or Working Group chair or their members:

- a. is employed by, a consultant to, or owns any financial or other proprietary interest in any entity supplying (or seeking to supply) goods or services to audiologists;
- b. receives any benefit from a third party on account of that party's past, present, or future access to participate in the Academy's convention/affairs; or
- c. receives any financial benefit from a pending decision of a committee or subcommittee of the Academy.

3. **Disclosure of the Existence of a Conflict.** If any Board, Committee, Task Force, subcommittee or Working Group chair or their membership knows, believes, or has reason to know or believe, that a conflict of interest exists with respect to any transaction involving an Academy board, committee or subcommittee, task force or working group (hereafter referred to as “organization”) to which they belong or any decision of the organization, such person shall inform their organization of the existence of such conflict of interest or potential conflict of interest immediately.

4. **Effect of the Existence of a Conflict of Interest.** In the event that it is determined that an actual conflict of interest exists, and the person has made full disclosure of the facts surrounding the conflict, then the individual must withdraw from both the deliberation and vote on the proposal under consideration.

5. **Resignation.** No individual who has an actual conflict of interest shall be required to resign his or her position with the Academy's organization solely because of the existence of a conflict. In situations where the chair of the committee or task force is involved in the conflict, the President of the Academy and the committee/task force/working group's board liaison should make a fair and full evaluation of all the facts pertaining to the conflict. In the situation where a committee or

subcommittee/task force/working group's member is involved, the chair and board liaison will make a full and fair evaluation of all the facts pertaining to the conflict. If a determination that an actual conflict of interest exists and is of such a continuing nature that it would be impossible for the member to discharge the duties of his or her office, then that member will be required to submit their resignation to the committee.

### CONFIDENTIALITY

I understand that accepting a position as chair or member of an Academy organization carries with it a priority obligation to commit time, effort and confidentiality to the deliberations of the organization.

I also understand that I may not represent my organization, and therefore the Academy, to groups or organizations outside the Academy without the approval of the President of the American Academy of Audiology.

I also understand that during one's term of office, audiences/readership may perceive that because I am a member of the Academy organization, my presentations or writings could be perceived as actually representing the official position of the American Academy of Audiology. Therefore if a member believes that this misperception could occur, the member should state or write a disclaimer at the beginning of their presentations or writings that conforms to the following disclaimer. *"The opinions and assertions presented are the private views of the author and are not to be construed as official or as necessarily reflecting the views of the American Academy of Audiology."*

### FULL DISCLOSURE

I hereby disclose the following: organization(s) where I am employed, have a consulting relationship, or have other financial interest and other organizations for which I hold a voluntary position, such as committees and task forces (chair or member), board (officer or member) include:

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I have reviewed the American Academy of Audiology Conflict of Interest, Confidentiality & Full Disclosure Agreement. I agree to be bound by these provisions for the duration of my appointed or elected term.

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Signature

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Name

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All Academy (organization) involvements

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Date

Member Number