



Conflict of Interest Policy

When representing the POD Network as an organization, all members (including officers, members of the Core Committee, all staff, and all committee and SIG members) have the obligation to make and implement decisions to further the purpose of the POD Network rather than personal gain. The Executive Director, any employee, or any officer shall report to the Executive Committee offers of gifts or remuneration above \$25 value made in the context of POD Network business.

If POD Network members are involved in transactions on behalf of the POD Network that involve them, their close associates or family, or the organizations to which they or their family or associates belong, financially or personally, they should disclose, at the beginning of the transaction, the precise nature of their involvement. They should also disclose continuously any associations that could give rise to a future conflict of interest or an appearance of conflict of interest.

Disclosures should be made in writing or by electronic mail to the relevant committee and SIG (if the conflict is connected to committee and SIG work) or to the POD Network Executive Committee. Requests for review in cases where a member is uncertain whether a conflict exists should also be directed to the relevant committee and SIG or to the Executive Committee. The committee and SIG or Executive Committee shall decide whether a conflict of interest exists and, if so, recommend that the person involved not be present during consideration of the matter with which there is a potential conflict.

All individuals representing the POD Network in an organizational capacity (e.g., interacting with vendors on behalf of the POD Network; facilitating POD-sponsored sessions at the POD Network annual conference or at partner organization events, such as the AAC&U; undertaking formal partnerships on behalf of POD Network with external entities, both non-profit and for-profit) shall keep their activities representing the POD Network clearly separate and distinct from promoting the sale of their own products and services and/or other activities that would lead to their own personal or financial gain.

Individual POD Network members engaged in work on behalf of and/or chosen by POD Network committees and SIGs also are expected to adhere to any relevant Conflict of Interest Policy for the Committees and SIGs involved.

This conflict-of-interest policy shall be distributed by the Executive Director to Core committee members two times yearly in preparation materials for Spring and Fall Core Meetings, with attention called to the policy as part of the preparatory work. This policy shall be distributed by the Executive Director to all other Committee and SIG chairs once yearly.