World Hypertension League Conflict of Interest Disclosure Form 2016

Date: __________

Name: ______________________________________________________

Position (employee/volunteer/board member):________________________

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between World Hypertension League and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify for profit organizations from which you have received honoraria, payments or travel support, other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1.____________________________________________________________________

2.____________________________________________________________________

3.____________________________________________________________________

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of World Hypertension League.

Signature: _____________________________________________________________

Date: ______________

(Please Note that if additional conflicts exist this form may be duplicated and filled out to meet your needs)
Conflict of Interest Policy World Hypertension League 2016

This Conflict of Interest Policy governs the activities of the volunteers, board and staff of World Hypertension League. Questions about the policy should be directed to the Dr Mark Niebylski, Chief Executive Officer of the World Hypertension League. It is the duty of all board members, volunteers and staff to be aware of this policy, and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations/conflicts/or potential conflicts to the Chief Executive Officer, or the President as appropriate (Board and executive members and members of board committees report to the president while members of operational committee report to the Chief Executive Officer). This policy provides guidelines for identifying conflicts, disclosing conflicts and procedures to be followed to assist World Hypertension League manage conflicts of interest and situations that may result in the appearance of a conflict. Potential conflicts of interest will be listed on the World Hypertension League website.

1. What is a conflict of interest? A conflict of interest arises when a volunteer, board member or staff member has a personal interest that conflicts with the interests of World Hypertension League or arise in situations where a volunteer/board/staff member has divided loyalties (also known as a “duality of interest”). Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in World Hypertension League decision-making process damaging to World Hypertension League and are to be avoided.

- **Example #1:** a person in a position of authority over the World Hypertension League may benefit financially from a transaction between the World Hypertension League and the volunteer/board/staff member; or others closely associated with the board/staff member may be affected financially. Family members, or their businesses, or other persons or the businesses of persons with whom the board/staff member is closely associated, could benefit from similar transactions.

- **Example #2:** A conflict of interest could be a direct or indirect financial interest such as those described above, or a personal interest such as the situation where a board member of World Hypertension League is also a board member of another nonprofit or for-profit entity in the community with which World Hypertension League collaborates or conducts business.
2. **Who might be affected by this policy?** Typically persons who are affected by a conflict of interest policy are the Organization’s board members, officers, volunteers and senior staff. The World Hypertension League takes a broad view of conflicts and board/staff are urged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.

3. **Disclosure of Conflicts.** Board members and senior staff will annually disclose and promptly update any disclosures previously made on an Annual Conflict Disclosure Questionnaire form provided by the World Hypertension League that requests them to identify their interests that could give rise to conflicts of interest, such as a list of any payments, honoraria or travel support from commercial organizations, and other transactions or affiliations with businesses and other organizations or those of family members as well as other nonprofit organizations that relate to World Hypertension League activities. Volunteers, Board and staff are also urged to disclose conflicts as they arise as well as to disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Disclosure should be to the Chief Executive Officer or President as soon as the person with the conflict is aware of the conflict/potential conflict or appearance of a conflict exists.

4. **Procedures to manage conflicts.** For each interest disclosed, the Chief Executive Officer or the President, as appropriate, will determine whether the World Hypertension League should action. In most cases the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interests of the organization.
   - When the conflict involves a decision-maker, the person with the conflict (“interested party”): (i) must fully disclose the conflict to all other decision-makers; (ii) may not be involved in the decision of what action to take (e.g., may not participate in a vote) but may serve as a resource to provide other decision-makers with needed information.
   - In some cases the person with the conflict may be asked to recuse him/herself from sensitive discussions so as not to unduly influence the discussion of the conflict.
   - In all cases, decisions involving a conflict will be made only by disinterested persons.
The Chief Executive Officer will monitor proposed or ongoing transactions of the organization (e.g., contracts with vendors and collaborations with third parties) for conflicts of interest and disclose them to the Board and staff, as appropriate, whether discovered before or after the transaction has occurred.