

## NAJIT/SSTI CONFLICT OF INTEREST POLICY

This Conflict of Interest Policy of NAJIT: (1) defines conflicts of interest; (2) identifies classes of individuals within the Organization covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

1. **Definition of conflicts of interest.** A conflict of interest arises when a person in a position of authority over the Organization may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.
2. **Individuals covered.** Persons covered by this policy are the Organization's officers, directors, and Association Management Executive .
3. **Facilitation of disclosure.** Persons covered by this policy will disclose to the Board of Directors and Association Management Executive any personal interests that could give rise to conflicts of interest, on an annual basis or as dictated by circumstances. Such disclosure shall be made in writing on a form provided by the Organization.
4. **Procedures to manage conflicts.** For each interest disclosed to the Board of Directors and the Association Management Executive , the Board will determine whether to: (a) take no action; (b) ensure full disclosure to other individuals covered by this policy; (c) ask the person to recuse themselves from participation in related discussions or decisions within the Organization; or (d) ask the person to resign from his or her position in the Organization or, if the person refuses to resign, be subject to possible removal in accordance with the Organization's Bylaws. The Association Management Executive will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the Board of Directors in order to deal with potential or actual conflicts, whether discovered before or after any transaction has occurred.

Approved February 2009

Revised and approved by the Board of Directors May 13, 2021