**Missouri Emegergency Nurses Association (MOENA) CONFLICT OF INTEREST POLICY**

* To provide for the disclosure and appropriate handling of actual, potential, or apparent conflicts of interest.
* To exercise reasonable care in oversight of the affairs of Emergency Nurses Association (ENA).

**Policy**

1. MOENA recognizes that its members have significant professional, business and personal interests and relationships. Therefore, MOENA has determined that the most appropriate manner to address actual, potential or apparent conflicts of interest is initially through liberal disclosure of any relationship or interest which might be construed as resulting in such a conflict. Disclosure under this Conflict of Interest policy (“Policy”) should not be construed as creating a presumption of impropriety or as automatically precluding someone from participating in an MOENA activity or decision-making process. Rather, it reflects ENA’s recognition of the many factors that can influence one’s judgment, and a desire to make as much information as possible available to other participants in MOENA-related matters to allow them to properly weigh/address the interests of others and, as necessary, to implement a plan to properly manage conflicts.
2. All members of the MOENA, committee members, volunteers and other individuals involved in a decision-making process on behalf of MOENA (collectively, “Covered Persons”) are to act at all times solely in the best interest of MOENA and to fully disclose any personal, professional or business interests that conflict, potentially conflict, or appear to conflict, directly or indirectly, with the affected activity or decision. Conflicting interests may relate to ENA’s programs and services (e.g. educational courses) or its operations (e.g. contracts with third parties). In addition, Covered Persons may not use their position for individual advantage or advantage of a relative or business associate.
3. All Covered Persons must comply with this Policy and annually sign and submit a disclosure form (i) acknowledging that he/she is aware of and has read the Policy; and (ii) disclosing the information described above. If, subsequent to any such annual disclosure (but prior to execution of a new annual disclosure form), a Covered Person becomes aware of a relationship required to be disclosed, such Covered Person shall promptly make the required disclosure by submitting a revised Disclosure Statement identifying the organization, business, group, entity, etc. and describing the nature of the relationship. Each newly appointed or elected committee member will be required to submit a Conflict of Interest statement.
4. The Compliance Committee and MOENA President will review all volunteer disclosure statements in which a conflict is disclosed, and consult with others in confidence as needed and appropriate, to determine whether any conflicts exist and recommend appropriate action to the MOENA Executive Committee or, as applicable, committee members, to interpret and apply this Policy after taking into consideration the Compliance Committee and MOENA Presidents recommendation and the advice of legal counsel, if necessary.
5. All Covered Persons must make a full disclosure, in writing, of all relevant facts and circumstances whenever a conflict of interest exists or may appear to exist. In the event a Covered Person determines he/she has a conflict of interest on a particular matter under discussion or consideration, he/she must disclose the conflict to the Board of Directors, Compliance Committee, or to other committee members, as applicable, regardless if the conflict was previously included in the conflict disclosure form.
6. Persons who fail to disclose a conflict (or potential conflict of interest) in accordance with this Policy may be subject to disciplinary action, including dismissal from office or appointment.
7. Any corrective actions requiring recusal or resignation will be reported to the ENA members.

**Further Explanation**

1. In general, any outside activity or direct or indirect financial interest which might, in any way, adversely influence or appear to influence an individual's judgement in the performance of his/her duties to MOENA or any of its subsidiaries or affiliates, involves a possible conflict of interest.
2. MOENA recognizes that there are many situations, which give rise to a potential conflict of interest. MOENA intends to approach each case objectively, giving full recognition to all attendant circumstances.
3. Situations in which a conflict of interest would or might arise (and should be reported immediately to MOENA) include, but are not limited to the following:
   1. Involvement with MOENA’s members, sponsors, donors, providers, vendors, consultants, or insurers.
      1. Ownership of a material interest in any member, sponsor, donor, provider, vendor, consultant, insurer or other entity with which MOENA does business.
      2. Acting in the capacity, including as a director, officer, partner, consultant, employee, distributor, agent or the like, for any entity which does business with MOENA.
      3. The acceptance, directly or indirectly, or payments, services, or loans from an entity with which MOENA does business. This includes gifts, trips, entertainment or other favors, of more than nominal value, but excludes loans for publicly held insurance companies and commercial or savings banks at normal rates of interest.
   2. Misuse of information to which an officer or committee member has access by reason of his/her position.
      1. Use of such information in a manner, which is or can be detrimental to MOENA’s interest.
      2. The disclosure of or misuse of confidential information of any kind obtained through the individual’s connection with MOENA.
   3. Interest in or position with a competitor or potential competitor.
      1. The ownership, directly or indirectly, by a Covered Person or a material interest in any entity which competes or might compete with MOENA.
      2. Acting as a director, officer, partner, consultant, employee, or agent of any entity which competes or might compete with MOENA.
4. The MOENA President and Compliance Committee Chair will review each completed Disclosure statement where possible conflicts are identified and determine which actual, potential, or perceived conflicts of interest involving a Covered Person must be disclosed to the Executive Committee (or other committee) and which, if any, require further management. Any further management will be addressed by the Executive Committee.
5. The MOENA Board of Directors, excluding interested members, shall review each conflict disclosed in the course of a State Council meeting or in a Disclosure Statement ( consult with ENA’s legal counsel when needed), and determine whether any action, other than mere disclosure, is required. The discussion and resolution of each conflict will be recorded in accordance with standard procedures for MOENA meeting minutes.
6. In some circumstances, full disclosure of the facts by the Covered Person is all that is necessary to enable MOENA to protect its interests and those of its members. Should the MOENA Board of Directors find, however, that proper management of a conflict of interest requires more than disclosure, additional action may be taken, including, when appropriate, recusal or even removal from a position.
7. In all instances in which a Covered Person has reported that a potential conflict of interest exists with respect to a proposed transaction under committee consideration, that Covered Person will not be entitled to participate in discussions regarding the transaction, except to the extent specifically requested by the committee or to vote. Furthermore, such transaction shall not be approved unless and until (1) the material facts of the transaction, the Covered Person’s interest or relationship to the transaction are disclosed or known to the MOENA Board of Directors or Compliance Committee and (2) the MOENA Board of Directors or Compliance Committee authorizes, approves, or ratifies the transaction by the affirmative vote of a majority of disinterested MOENA Board of Directors (or committee members, as applicable), even though the disinterested MOENA Board of Directors (or Compliance Committee members, as applicable) are less than a quorum.
8. The presence of the MOENA member, or committee member, who is directly or indirectly a party to the transaction being considered by MOENA or a MOENA member who is otherwise not disinterested, may be counted in determining whether a quorum is present but such person’s vote may not be counted when MOENA or a committee takes actions on the transaction. A member is “indirectly” a party to a transaction if the other party to the transaction is an entity in which the MOENA member has a material financial interest or of which MOENA or committee member or a member of their family (parent, spouse, domestic partners or child) is an officer, director, employee or general partner.
9. Disclosure Statements are generally confidential but may be disclosed as necessary to protect the interests of MOENA. They may not be used by any MOENA member for his or her benefit.

**Conflict of Interest Disclosure Statement**

Instructions for completing questionnaire:

Please read the attached Missouri Emergency Nurses Association MOENA Conflict of Interest Policy Statement before competing this questionnaire.

If additional space is needed for answering a question, please attach an additional sheet and indicate the number of the question which is being answered.

The terms “family relationship” and “immediate family” as used herein, refer to parent, spouse, domestic partner or child.

The term “affiliate” means any organization that directly or indirectly through one or more intermediaries, controls or is controlled by, or is under common control with the Association.

If any item is inapplicable, answer “none” or “n/a” as appropriate.

After completing the questionnaire, please sign and date it and return it to the Compliance Committee Chair.

**Missouri Emergency Nurses Association (MOENA) CONFLICT OF INTEREST DISCLOSURE STATEMENT**

I. **NAME AND BACKGROUND INFORMATION**

A.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position with Association: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. I hereby state that I or members of my immediate family have the following affiliations or interests and have taken part in the following transactions that, when considered in conjunction with my position with or relation to the MOENA or any of its affiliates or subsidiaries, might possibly constitute a conflict of interest. (Check "none" where applicable.)

II. **OUTSIDE INTERESTS**

Identify any position held by yourself or a member of your immediate family in any outside concern from which MOENA or any of its subsidiaries or affiliates secures goods or services or that providesservices competitive with MOENA or any of its subsidiaries or affiliates.

(\_\_\_\_\_\_\_\_) none

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III. **INVESTMENTS**

List and describe, with respect to yourself or a member of your immediate family, all investments that might be considered a "material financial interest", as described below:

A. Capital stock, obligations, or a combination of both, of any concern the capital stock or obligation of which are listed on any nationally recognized securities exchange, with an aggregate value in excess of $500,000; or

B. Any interest in any other outside concern, with the exception of the holding of indebtedness; or

C. Holding of indebtedness of any outside concern, other than those mentioned in subparagraph A above, in any amount exceeding $100,000.

(\_\_\_\_\_\_\_\_) none

**MOENA CONFLICT OF INTEREST DISCLOSURE STATEMENT** (continued)

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IV. **OUTSIDE ACTIVITIES**

List any other activities in which you or your immediate family are engaged that might be regarded as constituting a conflict of interest, giving particular attention to activities rendered as a director, manager, consultant or employee of any outside concern that does business with or competes with the Association or any of its subsidiaries or affiliates, and to activities in which it would be possible to disclose or use information relating to the Association or any of its subsidiaries or affiliates for your advantage or of that of a member of your immediate family.

(\_\_\_\_\_\_\_\_) none

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V. **GIFTS, GRATUITIES AND ENTERTAINMENT**

List and describe any gifts, gratuities or entertainment that you or members of your immediate family have received from any person or outside concern that does business, hopes to do business, or competes with the Association or any of its subsidiaries or affiliates. (If you have received such benefits, please approximate their value. Do not list gifts or entertainment of nominal value.)

(\_\_\_\_\_\_\_\_) none \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACKNOWLEDGEMENT AND SIGNATURE**

I hereby agree to report to the President any changes in the response to each of the foregoing questions which may result from changes in circumstances before completion of my next MOENA Conflict of Interest Disclosure Statement.

**MOENA CONFLICT OF INTEREST DISCLOSURE STATEMENT** (continued)

The information I have given in this Statement is complete and accurate to the best of my knowledge.

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Signature Position

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date