



Instructor Disclosure

Adopted: December 6, 2017

POLICY

The Society of Fire Protection Engineers (SFPE) is committed to upholding the highest ethical values and to encourage professional and principled behavior by its staff and volunteers. Each Board of Directors, committee member, officer, and staff receives a copy of the Society's ethics policy. The code is binding on all volunteers, instructor participants and staff.

PURPOSE

This policy applies all persons involved in the delivery of continuing professional development content to disclose any real or apparent conflict they may have as related to the content of the activity. All identified conflicts of interest are thoroughly vetted by SFPE for balance, scientific objectivity of studies mentioned in materials or used as the basis for content. Instructors should disclose any significant relationship they may have with a manufacturer company or service that may be mentioned as part of their content, as well as any direct relationship with the manufacturer who may be a supporter of the educational activity.

RESPONSIBILITY

The Director of Professional Development under the guidance of the Professional Development Committee ensures that this policy is followed and implemented within the Society.

CATEGORY DESCRIPTION

- a) **Consulting Fees/Honoraria:** Honoraria from a third party, gifts or in-kind compensation for consulting, lecturing, speaking engagements, advisory board, or membership, legal testimony or consultation (*e.g.*, expert witness), or other purpose.
- b) **Speaker's Bureau*:** When a company has the right to dictate or control the content of the presentation or talk, and/or the company creates the presentation material and has final approval of the content and edits, and/or you are expected to act as a company's agent or spokesperson for the purpose of disseminating company or product information.
- c) **Equity Interests/Stock Options - Non-Public:** Includes equity interests and any stock or stock options for a non-publicly traded company.
- d) **Equity Interests/Stock Options – Public:** Includes any equity interests and any stock or stock options for a publicly traded and financially relevant company.
- e) **Royalty Income:** The right to receive current or future royalties under a license or copyright.

- f) **Non-Royalty Payments:** Non-Royalty Payments or entitlements to payments in connection with the activity that are not directly related to the reasonable costs of that activity.
- g) **Officer, Trustee, Director, Committee Chair, or Any Other Fiduciary Role:** Officer, Trustee, Director, Committee Chair, or Any Other Fiduciary Role of a relevant for-profit or non-profit organization, whether or not remuneration is received for service.
- h) **Ownership/Partnership/Principal:** Status or position of Ownership/Partnership/Principal in an entity excluding mutual diversified funds.
- i) **Intellectual Property Rights:** Including patent or other intellectual property in a for-profit corporation, manifested in a tangible form that can be legally protected whether or not such rights are currently commercialized via a license agreement or other means (e.g., patent, trademark, or copyright).¹
- j) **Other:** Other relevant relationships not described above must be disclosed.

¹ intellectual property is defined as property from original thought protected by law: original creative work

DISCLOSURE

Spoken Announcements

Relevant Financial Relationship(s) and non-financial relationship(s). I am here to discuss Tall Buildings. I am the author of the book "Tall Buildings". Many of the concepts I'm presenting today are from my book and test. *I do benefit financially from royalty payments from the sale of these products. I'm also a member of the board of directors for the Society of Fire Protection Engineers; however, I do not receive any compensation for this role.*

Relevant Financial Relationship (s), no relevant non-financial relationship(s). I am here to discuss Tall Buildings.

I received a speaking fee from SFPE for this presentation and also receive a salary from the Society of Fire Protection Engineers. I have no relevant nonfinancial relationships to disclose.

No relevant financial relationship(s), relevant nonfinancial relationship(s). I am here to discuss Tall Buildings.

I have no relevant financial relationships to disclose, but do want to disclose that I am on the board of directors of the Society of Fire Protection Engineers. I do not receive financial compensation for my role in the organization.

No relevant financial relationship(s) or nonfinancial relationship(s). I'm speaking on Social Media and Continuing Education. I work for Jensen Hughes Education.

I have no relevant financial or nonfinancial relationships to disclose.

WRITTEN ANNOUNCEMENT (IN HANDOUTS OR COURSE MATERIALS)

Relevant Financial Relationship(s) and Nonfinancial Relationship(s). Steve Harvey, Tall Buildings, employed by Fire Services, Inc.

Disclosure

- **Financial** — Author for SFPE Publishers and receives royalty payments.
- **Nonfinancial** — Board of directors: Society of Fire Protection Engineers. Receives no compensation as member of board of directors.

Relevant Financial Relationship(s) and On Relevant Nonfinancial Relationship(s). Stella Harvey, Tall Buildings

Disclosure

- **Financial** — received a speaking fee from SFPE and receives a salary from the American Association of Tall Buildings where she is the Executive Director.
- **Nonfinancial** — No relevant nonfinancial relationship exists.

No Relevant Financial Relationship(s), Relevant Nonfinancial Relationship(s). Steve Harvey, Tall Buildings

Disclosure

- **Financial** — No relevant financial relationship exists.
- **Nonfinancial** — Board of directors: American Association of Tall Buildings. Steve receives no compensation as member of board of directors.

No Relevant Financial Relationship(s) or Nonfinancial Relationship(s), Steve Harvey, Tall Buildings

Disclosure

Mr. Harvey has no relevant financial or nonfinancial relationships to disclose.

Course Financial and In-Kind Support Disclosure at the Start of the Course For a live,

Group Course

This webinar, "Tall Buildings," was funded in its entirety by the American Association of Tall Buildings who manufacturers materials that are used to make 'tall buildings'.

For An Asynchronous Course

This self-study online course was written by Steve Harvey. Partial funding to develop and deliver this course was provided by Jensen Hughes Company

Definition of and Examples of Disclosing In-Kind Support

In-kind support is contributions of things such as products, materials and equipment, volunteers, professional or other services, publicity, etc., but not money.

1. We want to thank Tyco Products for the use of its online registration services and its auditorium for today's course.
2. The American Association of Tall Buildings provided volunteers to assist with registration for today's course.
3. Jensen Hughes, Inc. provided the refreshments for today's event.