



CONFLICT OF INTEREST POLICY

The purpose of this conflict of interest policy is to ensure the integrity of the Forensic Specialties Accreditation Board, Inc. (FSAB) (hereinafter the “Corporation”), its Directors, Affiliates, contractors, and subject matter experts, (collectively “Member”), and the processes, judgments, and decisions they make.

A conflict of interest includes any situation in which a Member of the Corporation may derive a personal, family, or organizational benefit, either economic or otherwise, from actions or decisions made in their official capacity as a Member of the Corporation. While an actual conflict of interest that is not addressed by the Corporation may harm the reputation and integrity of the Corporation, an appearance of a conflict of interest may have the same consequences. Certain actual conflicts of interest may affect the tax-exempt status of the Corporation as a charitable organization.

Members of the Corporation have a duty to disclose any actual or possible conflict of interest or appearance of a conflict of interest to the President of the Corporation. The Member who discloses such a conflict shall be given an opportunity to disclose all material facts to the FSAB Board of Directors (Board). The disclosing Member shall not be present when the Board discusses and votes on whether a conflict of interest or an appearance of a conflict of interest exists. The Board shall determine whether an actual, possible, or appearance of a conflict of interest exists that requires recusal by the Member from the decision or activity under consideration by the Corporation. A Member who is recused from an issue before the Corporation may participate in the discussion but shall not vote on that issue or be present when a vote is taken.

Any Director or Application Review Committee (ARC) member may take part in discussions on the accreditation or reaccreditation of their conformity assessment body (CAB) but shall not vote on that application. Any Member with a conflict of interest in the outcome of the accreditation or the reaccreditation of any CAB shall not participate as a member of the ARC. A Member shall limit participation in the reaccreditation process of the Member’s CAB.

If the Board has reasonable cause to believe a Member has failed to disclose an actual, possible, or appearance of a conflict of interest, it shall inform the Member of the facts for such belief and afford the Member an opportunity to disclose all material facts to the Board and the Board shall determine whether a conflict exists. The Board, by the Secretary, may also refer the failure of the Member to disclose the actual, possible, or appearance of a conflict to the Administrative Manager.

The minutes of the Board shall record the names of persons who reported an actual, possible, or appearance of a conflict of interest, actions to determine whether a conflict existed, and the decision as to whether an actual, possible, or appearance of conflict existed. The Board shall also record the actions taken if an actual, possible, or appearance of conflict was found to exist. The names of individuals present and those voting on the conflict issue shall also be recorded in the minutes.



Each Member of the Corporation shall annually sign a statement which affirms such Member has:

- 1) Received a copy of the conflict of interest policy;
- 2) Read and understood the policy;
- 3) Agreed to comply with the policy;
- 4) Understands the Corporation is a charitable organization and to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes, and
- 5) Disclosed on the annual conflict of interest statement any actual, possible, or appearance of a conflict of interest presently known to the Member.