

Maryland-DC Society of Addiction Medicine

Conflict of Interest Policy

This form was approved and adopted by the Maryland-DC Society of Addiction Medicine (MDDCSAM) Board of Directors on October 14, 2020. It is distributed to each Board member, officer, and/or staff member before the first Board meeting each year and must be submitted before or at the meeting for subsequent review by the Executive Committee of the Maryland-DC Board of Directors.

Definition of a Conflict of Interest

A conflict of interest is defined as a situation in which a Board member, officer, and/or staff member acting on behalf of MDDCSAM is in a position to derive personal benefit with MDDCSAM and/or at another organization from actions or decisions made in their official capacity. Interest held by a MDDCSAM member could influence or be perceived as influencing the member to act for their own personal benefit or for the benefit of an immediate family member or business associate. The interest does not need to be contrary to the interests of MDDCSAM to be considered a conflict.

In completing this form, please consider the following guidelines:

1. Any potential conflict of interest that could result or be perceived as resulting in a direct or indirect financial or personal benefit to a Director, officer, or staff member must be disclosed in good faith or known to the Board member or committee authorizing a contract, other transactions, or decision.
2. All questions as to whether a conflict of interest or potential conflict of interest exists shall be resolved by a vote of the Board of Directors in which the interested individual may not vote.
3. The interested individual may participate in the information-gathering stage of the Board of Director's or committee's discussion but shall retire from the room-- physical or digital--in which the Board of Directors or a committee thereof is meeting and shall not participate in the final deliberation or decision regarding such contract or other transaction. Such interested individual may not vote on such contract, other transaction or decision.

4. In connection with all actions taken by the Board of Directors concerning any contract, transaction, or decision between the Association and one or more of its directors or officers, or between the Association and any other corporation, firm, association, or other entity in which one or more of the directors or officers of the Association is a director or officer or has a substantial financial interest, affiliation, or other significant relationship, each such interested director or officer of the Association shall:
 - a. disclose to the Board of Directors the material facts as to such director's or officer's interest in such contract or transaction and as to any such common directorships, officers, or significant financial interest, affiliations, or significant relationship, which disclosure shall be duly recorded in the minutes or resolutions relating to such actions, and
 - b. abstain from voting on any such contract, transaction, or decision.

Use of Affiliation

1. No person shall speak for the Maryland-DC Society of Addiction Medicine either expressly or under circumstances that would reasonably suggest to a reader or listener that their opinion or other statement was that of Maryland-DC Society of Addiction Medicine or any of its affiliates, councils, committees, or parent organization.
2. Where writing or speaking under circumstances that might lead to confusion on the part of readers or listeners as to whether an opinion is endorsed by the Maryland-DC Society of Addiction Medicine or its related affiliates, councils, committees, or parent organization, the writer or speaker should strongly consider making an explicit disclaimer.

Confidentiality

1. Definitions
 - a. "Confidential Information" – Information that is not generally known to the public respecting the Maryland-DC Society of Addiction Medicine (MDDCSAM), its board, its affiliates, councils, committees, or parent organization and its members that becomes known to the individual in the course of their work for MDDCSAM and is maintained by MDDCSAM under conditions reasonably indicating its non-public nature.
 - b. "Unauthorized Person" – A person whose receipt of specific confidential information has not been authorized by MDDCSAM leadership in accordance with MDDCSAM policy and whose receipt of such information does not reasonably serve a MDDCSAM purpose as determined by MDDCSAM leadership.

2. MDDCSAM Board members, officers, and staff shall not disclose to any unauthorized person confidential information acquired through their relationship with MDDCSAM.

Acknowledgment of Receipt and Acceptance

I acknowledge that I have reviewed and understand the MDDCSAM Conflict of Interest Policy and agree to fully abide by this policy.

Conflicts

I have no conflict of interest

I have conflicts

If you indicated that you have conflicts, please list them.

Name. *By entering your full name here you are providing an electronic signature for this form.*

Date

Your email address