

Conflict of Interest Policy

Policy Statement:

The Conflict of Interest policy of the Asian Lifestyle Medicine Council (ALMC) is to maintain the highest standards of integrity and transparency in all its operations. This Conflict of Interest Policy is established to identify, disclose, and manage any conflicts of interest that may arise among board members, staff, volunteers, and any individuals associated with ALMC.

Definitions:

Conflict of Interest: A situation in which an individual's personal or financial interests may compromise, or have the appearance of compromising, their objectivity, professional judgment, or the best interests of ALMC.

Interested Party: Any board member, staff, volunteer, or individual closely associated with ALMC, including family members.

Policy Guidelines:

Disclosure:

- a. Interested parties must disclose any actual or potential conflicts of interest in writing to the President of the ALMC or another designated official promptly upon becoming aware of such conflict.
- b. Disclosures should include all relevant details regarding the nature and extent of the conflict.

Review of Disclosures:

- a. The Board of Directors will review all disclosed conflicts of interest.
- b. The Board may seek additional information from the interested party, as well as from external sources if necessary, to evaluate the nature and significance of the conflict.

Decision-Making Process:

- a. An interested party with a conflict of interest may not participate in the discussion or vote on any matter related to the conflict.
- b. The Board shall determine, by a majority vote of disinterested members, whether the conflicted individual may be present during discussions and provide information.

Recusal:

- a. If the conflicted individual is a board member, they shall recuse themselves from any discussion or decision related to the conflict.
- b. If the conflicted individual is a staff member or volunteer, they shall be appropriately restricted from participating in activities that the conflict could influence.

Documentation:

- a. All conflicts of interest, disclosures, and decisions made by the Board regarding conflicts shall be documented in the minutes of the Board meeting.
- b. Such documentation shall be retained for a period of at least seven years.

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Annual Review:

The Board of Directors shall conduct an annual review of this Conflict of Interest Policy to ensure its effectiveness and relevance. Any necessary revisions or updates will be made to address changing circumstances.

Acknowledgment:

All board members, staff, and volunteers associated with ALMC shall annually sign an acknowledgment confirming their understanding of this Conflict of Interest Policy, their commitment to disclosing conflicts, and their understanding of the consequences of non-compliance.

Enforcement:

Violations of this Conflict of Interest Policy may result in disciplinary action, up to and including termination of association with ALMC.