

Dear Delegate,

Please read the following Conflict of Interest Policy and complete the Statement of Disclosure Form on page 3. Return the completed form to the AIBD National Office by emailing it to info@aibd.org, faxing it to 866-204-0293, or mailing it to 529 14th St NW, Suite 750, Washington, DC 20045. You may also turn in your form at the House of Delegates meeting.

A Word DOC version of the Statement of Disclosure is found at:
www.AIBDmember.org/disclosure.docx

Thank you for your assistance with this,

AIBD Staff

Conflict of Interest Policy

(Adopted 1/25/2013)

A. Statement of Policy

1. In their capacity as agents of the AIBD, the individual leaders, including members of the House of Delegates, the Board of Directors, committee members, and all employees, must act at all times in the best interests of the organization they represent. Such agents shall abstain from debating or voting on any matter that raises a conflict of interest as defined in this policy.

B. Conflict of Interest Definition

1. A conflict of interest may arise in any circumstance that may compromise the ability of any agent of the AIBD to advocate for or to make unbiased and impartial decisions on its behalf. Such circumstances may involve family relationships, business and professional activities, or personal affiliations.

C. Annual Statement of Disclosure

1. All agents of the AIBD shall complete and submit an annual Statement of Disclosure (See Supplement #12) detailing any facts or circumstances that might constitute a conflict of interest. They are further required to submit an amended Statement of Disclosure to reflect any material changes or additions to the submitted information that may arise during the course of the year.
2. Agents are encouraged to err on the side of disclosure and to report any facts or circumstances that may appear to pose a conflict of interest, even if there is uncertainty as to whether such circumstances should be disclosed.
3. The Board of Directors shall review each Statement of Disclosure for any facts or circumstances that may reflect an actual, potential, or apparent conflict of interest, including:
 - a. Solicitation or acceptance of any item of value that may create an appearance or expectation of special treatment in AIBD matters;
 - b. Any incident of abuse or misuse of a leadership position for personal or third-party gain or benefit;
 - c. Situations in which an agent may be divided between personal interests or the interests of another organization, and the best interests of AIBD;

- d. Business, professional, or other activities that would materially and adversely affect AIBD, either directly or indirectly;
 - e. Any arrangement in which an agent provides goods or services to AIBD as a paid vendor.
- 4. The Board may request additional information from any agent at any time.
 - 5. The Board may request the assistance of legal counsel to identify potential conflicts.

D. Resolution Process

- 1. If the Board becomes aware of an actual, potential, or apparent conflict of interest regarding any agent of the AIBD, the individual whose relationships or activities are under review shall be temporarily released from the responsibilities of his or her position which might relate to the conflict, including deliberations, debate, or any vote, while such review is pending.
- 2. After reviewing the conflict the Board may take one of the following actions to resolve it:
 - a. Waive the conflict of interest as unlikely to affect the agent's ability to act in the best interests of the organization.
 - b. Determine that the agent should be released from all deliberation and decision-making related to the particular transaction or relationship that gives rise to the conflict of interest. This course of action should apply particularly when the conflict is judged to have minimal consequence to the broader activities of the organization.
 - c. Determine that the agent must resign from his or her service to AIBD. This course of action should apply when the conflict is so pervasive that it is judged that the agent would likely seldom, if ever, be able to act solely in the best interests of the organization.
- 3. The Delegates reserve final authority over the resolution of all conflicts of interest involving an employee of the AIBD.

AMERICAN INSTITUTE OF BUILDING DESIGN

Statement of Disclosure

As a delegate, director, officer, examiner or key employee of AIBD, I understand that I am obligated to disclose the existence of any facts or circumstances that may constitute a conflict of interest, as the term is defined in the Conflict of Interest Policy.

- I have the following interests in third parties providing goods and services to AIBD:
- I serve in a leadership capacity, have a significant investment, or own at least a one percent interest in the following entities or organizations that may have conflicting interests with those of AIBD, or take public positions contrary to those of AIBD:
- I expect to receive compensation from AIBD in the following amount, not including reimbursement of reasonable expenses:
- The following members of my family expect to receive some form of compensation or material financial benefit from AIBD:
- Outside of my capacity as a delegate, director, officer, or key employee of AIBD, I have a family relationship or business relationship with the following directors, officers, or key employees of either organization:
- I wish to disclose the following additional facts or circumstances:

I have read the AIBD Conflict of Interest Policy in full, and understand that I am required to notify the Board of Directors or the House of Delegates of AIBD in the event of any material change to the answers I have provided in this statement.

Date: _____ Signed: _____