

## Conflict of Interest Policy for the American Foregut Society

Effective Date: 11.11.24

### Introduction:

The American Foregut Society is committed to maintaining the highest standards of integrity, transparency, and accountability in all aspects of our operations. This Conflict of Interest Policy outlines the guidelines and procedures to identify, disclose, and manage conflicts of interest that may arise among our board members, employees, volunteers, speakers at AFS annual meetings and AFS sponsored symposia, and other individuals associated with our organization.

### 1. Purpose:

The purpose of this policy is to:

- Promote the best interests of our organization and avoid any conflicts that may compromise our mission, values, or reputation.
- Ensure that all individuals associated with our organization act in the best interests of our organization and avoid personal, financial, or other competing interests that may conflict with their duties and responsibilities.
- Provide a framework for identifying, disclosing, and managing conflicts of interest in a fair, transparent, and consistent manner.

### 2. Definitions:

- Conflict of Interest: A conflict of interest occurs when an individual's personal, financial, or other competing interests interfere or appear to interfere with their ability to act in the best interests of our organization.
- Interested Party: An interested party is any individual who has a personal, financial, or other competing interest that could reasonably be expected to influence their actions or decisions when representing our organization or participating in activities for our organization.

### 3. Identification and Disclosure:

- All individuals associated with our organization have a duty to promptly identify and disclose any actual or potential conflicts of interest.
- Conflicts of interest may arise in various situations, including but not limited to:
  - Financial interests, such as ownership, investments, or employment in a business or organization that may benefit from our organization's activities.
  - Family relationships or close personal relationships that may influence decision-making.
  - Receipt of gifts, favors, or other benefits that may compromise objectivity.
  - Involvement in activities or relationships that may compete with or be perceived as competing with our organization's interests.
- Individuals must disclose any actual or potential conflicts of interest to the [designated position/committee/program chair] responsible for managing conflicts of interest.

#### 4. Evaluation and Management:

- The executive committee or program chair responsible for managing conflicts of interest will evaluate each disclosed conflict of interest on a case-by-case basis. The executive committee has ultimate responsibility in resolving conflicts.
- The evaluation will consider the nature, significance, and potential impact of the conflict of interest on our organization's operations, decisions, or reputation.
- The executive committee may request additional information or seek independent advice to assess the conflict of interest objectively.
- Based on this evaluation, the executive committee will determine the appropriate course of action to manage the conflict of interest, which may include:
  - Recusal: The individual with the conflict of interest may be required to abstain from participating in discussions, decisions, meetings or activities related to the conflict.
  - Mitigation Measures: The executive committee may establish measures to minimize or eliminate the impact of the conflict of interest.
  - Removal: In cases where the conflict of interest cannot be adequately managed, the individual may be asked to resign from their position or terminate their involvement with our organization.

#### 5. Confidentiality and Non-Retaliation:

- All information related to conflicts of interest, including disclosures and evaluations, will be treated confidentially, to the extent permitted by law.
- Our organization prohibits retaliation against individuals who make good faith disclosures of conflicts of interest or participate in the evaluation and management process.

#### 6. Annual Disclosure:

- All board members, employees, and volunteers will be required to provide an annual disclosure of any potential conflicts of interest.
- The annual disclosure will be submitted to the executive committee responsible for managing conflicts of interest.

#### 7. Training and Education:

- Our organization will provide training and educational resources to board members, employees, and volunteers to raise awareness and understanding of conflicts of interest and their management.

#### 8. Compliance and Enforcement:

- Compliance with this Conflict of Interest Policy is mandatory for all individuals associated with our organization.
- Violations of this policy may result in disciplinary action, up to and including termination of employment or termination of involvement with our organization.

#### 9. Review and Amendments:

- This Conflict of Interest Policy will be reviewed periodically to ensure its effectiveness and relevance.
- Amendments to this policy may be made by the executive committee responsible for managing conflicts of interest, with approval from the board of directors.

10. Contact Us:

- If you have any questions, concerns, or requests regarding this Conflict of Interest Policy or our conflict of interest management process, please contact us at:

The American Foregut Society  
10099 Ridgeway Pkwy #110  
Lone Tree, CO 80124  
info@foregut.org  
303-517-4906

By being associated with our organization, you acknowledge that you have read and understood this Conflict of Interest Policy and agree to comply with its provisions.