



CONFLICT OF INTEREST POLICY

SAEM Officers, Board Members, Editors-in-Chief, Deputy Editors, Committee Chairs, Task Force Chairs, Academy Executive Committee Members, and others acting on behalf of SAEM (Society) have a duty to the Society and its members, including the duties of loyalty, diligence, and confidentiality.

This means that they must not put themselves in a position where their personal, professional, academic, or fiduciary interests conflict with their duty to the Society. In accepting their office or position, individuals undertake to give the Society the benefit of their care, best judgment, and to exercise their powers solely in the Society's best interest and not for their own personal interest or for the benefit of another organization.

Conflicts of interest arise when individuals in positions of responsibility have personal, professional, academic, or fiduciary interests, obligations, or responsibilities that conflict with their duties to the Society. It is important to note that a conflict of interest depends on the situation, and not on the character or actions of the individual.

A conflict of interest arises when an individual holds a position of responsibility within the Society and has an interest or obligation that has the potential to create the appearance of a division of loyalty or is in a position to personally gain from a specific transaction with the Society. This can include:

- Approval of a contract or relationship with a vendor in which the individual holds a financial stake.
- Serving as an officer or board member in a national or international medical or professional society.
- Serving as the chair of a committee or major project for another medical or professional society. (Serving as a committee member is not seen as a conflict)
- Employment, consulting, or advisory board membership for a pharmaceutical or medical device company.
- Activities, investments, or employment of immediate family members, close relatives, spouse or partner that may be affiliated with an organization that has dealings or other substantial interests with the Society or provides goods or services in support of the practice of emergency medicine.

In rare circumstances, an individual may have such a serious, ongoing, and irreconcilable conflict, where the relationship with an individual or outside organization so seriously impedes one's ability to carry out the responsibility to the Society, that resignation from the position with the Society or the conflicting entity is appropriate.

Dealing effectively with actual or potential conflicts of interest is a shared responsibility of the individual and the organization. The individual and organizational roles and responsibilities with regard to conflicts of interest follow.

A. General



1. All individuals who serve in positions of responsibility within the Society need to avoid not only conflicts of interest, but also to avoid the appearance of a conflict of interest. This includes SAEM Officers, Board Members, Editor-in-Chief, Deputy Editors, Committee Chairs, Task Force Chairs, Academy Executive Committee Members, others acting on behalf of SAEM, and staff. Decisions on behalf of the Society must be based solely on the interest of the Society and its membership. Decisions must not be influenced by desire for personal profit or other extraneous considerations.
2. SAEM Officers, Board Members, Editors-in-Chief, Deputy Editors, Committee Chairs, Task Force Chairs, Academy Executive Committee Members, others acting on behalf of SAEM, and staff shall annually sign a statement acknowledging their professional and fiduciary responsibility to the Society and pledge to avoid conflicts of interest or the appearance of conflicts of interest. The issue of conflict of interest with regard to the remainder of the staff shall be the responsibility of the Chief Executive Officer.
3. SAEM Officers, Board Members, Editors-in-Chief, Deputy Editors, Committee Chairs, Task Force Chairs, Academy Executive Committee Members, others acting on behalf of SAEM, and staff shall annually complete the SAEM Conflict of Interest Disclosure Form to disclose pertinent financial and career related information and will update that information as necessary to continuously keep it current and active.
4. SAEM Officers, Board Members, Editors-in-Chief, Deputy Editors, Committee Chairs, Task Force Chairs, Academy Executive Committee Members, others acting on behalf of SAEM, and staff shall annually sign a statement acknowledging that they sometimes have access to confidential information and pledge to protect the confidentiality of that information.
5. SAEM Officers, Board Members, Editors-in-Chief, Deputy Editors, Committee Chairs, Task Force Chairs, Academy Executive Committee Members, and others acting on behalf of SAEM shall annually pledge to clarify their position when speaking on their own behalf as opposed to speaking on behalf of SAEM.
6. The Chief Executive Officer will periodically review the conflict-of-interest disclosure forms submitted to the Society to be aware of potential conflicts that may arise with others.
7. When an Officer, Board Member, or the Chief Executive Officer believes that an individual has an apparent or potential conflict of interest that has not been properly recognized or resolved, the Officer, Board Member, or Chief Executive Officer will raise that issue and seek proper resolution.
8. Any member may raise the issue of an apparent or potential conflict of interest by bringing it to the attention of the Board through the President or the Chief Executive Officer. The final resolution of any conflict of interest shall rest with the Board of Directors.
9. Officers, Board Members, and the Chief Executive Officer will ensure that proper disclosure and actions taken in regard to those disclosures are a matter of record.
10. Conflict-of-interest rules that apply to all continuing medical education (CME) presentations sponsored by the Society will be those of the body governing CME accreditation nationally. This will be monitored by the Program committee and SAEM staff.



B. Disclosure Form

SAEM Officers, Board Members, Editors-in-Chief, Deputy Editors, Committee Chairs, Task Force Chairs, Academy Executive Committee Members, others acting on behalf of SAEM, and staff shall annually complete a form that shall disclose the following:

1. Board membership on other medical or professional societies, including the position held and a brief description of the nature and purpose of the organization.
2. Committee, task force, and project involvement at the professional level (non-employer related and other than those within SAEM) including the position held, name of the parent organization, and a brief description of the nature and purpose of the committee, task force or project.
3. Positions of employment, including the nature of the business of the employer, the position held, and a description of the daily responsibilities of the employment.
4. Relationships that involve holding a position of responsibility or a substantial financial interest (other than a less than 1% interest in a publicly traded company), or the receipt of any gift or favor from an outside entity or person, from which the Society obtains or may obtain substantial amounts of goods or services, or which provides services that substantially compete with the Society.
5. Substantial financial interests or positions of responsibility in entities providing goods or services in support of the practice of emergency medicine (e.g., physician practice management company, billing company, physician placement company, book publisher, medical supply company, malpractice insurance company), other than owning less than a 1% interest in a publicly traded company.
6. Any other interest the member believes may create a conflict with the fiduciary duty to the membership of SAEM or that may create the appearance or potential for a conflict of interest.
7. Activities, investments, or employment of immediate family members, close relatives, or a spouse/partner that may be affiliated with an organization that has dealings or other substantial interests with the Society or provides goods or services in support of the practice of emergency medicine.

C. Additional Rules of Conduct

1. Transactions with SAEM

Whenever a potential transaction or agreement with SAEM is presented for consideration at a meeting or other deliberation involving the participation of an SAEM Officer, Board Member, Editor-in-Chief, Deputy Editor, Committee Chair, Task Force Chair, Academy Executive Committee Member, other acting on behalf of SAEM, or the Chief Executive Officer, such person shall disclose any position of responsibility or significant relationship to the person or organization involved in the transaction or agreement. This disclosure shall be made even if the position or relationship has otherwise been disclosed in the documents filed with the Society. If the discussion includes consideration of confidential information that should not be disclosed to the outside person or organization, the individual involved shall be absent from that portion of the discussion involving the confidential information. When a motion is



made for approval of a transaction or agreement with SAEM, the individual shall disclose the conflict and recuse themselves (i.e., exit the room) during deliberations and the vote on the issue.

2. SAEM Policy Decision

When SAEM considers the adoption of policy that relates directly to a specific and financial focus of business or professional activity engaged in by an SAEM Officer, Board Member, Editor-in-Chief, Deputy Editor, Committee Chair, Task Force Chair, Academy Executive Committee Member, or other acting on behalf of SAEM, by such individual's employer, another professional society or organization, or by an entity in which the individual has a substantial financial interest (other than less than a 1% interest in a publicly traded corporation), the individual shall disclose potential conflicts before speaking to the issue. When a motion is made for approval, the individual shall recuse themselves (i.e., exit the room) during deliberations and voting

3. Employment Activity

When possible, Board Members or Officers should avoid engaging in activities that may conflict with the goals or initiatives of the Society. When conflicts are not avoidable, the individual involved shall disclose in advance to the President or CEO any specific anticipated employment activity that may create a conflict. In representing the employer, the individual involved shall make it clear that they are acting on behalf of the employer and not on behalf of SAEM. When an individual's employment activities conflict with the mission of SAEM, they should consider whether the employment activity is compatible with service to the Society.

4. Actions related to this policy

- Any questions about whether this policy applies to an individual or situation will be referred to the Chair of the Ethics Committee for review.
- Actions related to violations of this policy will be the sole purview of the Board of Directors.