

## Avoiding Real or Perceived Conflict of Interest

As policy, CHADD does not endorse products, services, publications, medications or treatments. CHADD's staff and volunteers strive to avoid any situation or communication that could be construed as a conflict of interest, where we appear to be favoring or endorsing any product or service for gain. As a nonprofit advocacy group we are always under a great deal of scrutiny by members of the public and even the Internal Revenue Service. CHADD has an official policy on Conflict of Interest that is important for every volunteer to read and follow. In addition, this document is a short list ways to help you manage the day to day implementation of the policy.

### **1. At every meeting and in notices when appropriate, always state or use the following disclaimer statement.**

***“CHADD does not endorse any product, service, publication, medication or treatment.”***

In order to make this a regular and automatic function we suggest the following:

- Include the disclaimer at the top of sign in sheets.
- Post a disclaimer sign at every meeting.
- Verbally remind meeting participants as part of your regular introduction at the beginning of every meeting.
- Include this statement at every board meeting to keep all board members focused on the maintaining a chapter that is free of conflict of interest.
- Make this your mantra!

### **2. Give guidance to all of your volunteers.**

If you are using the disclaimer language on a regular basis, then this will be familiar to all your volunteers. It is your job to ensure each volunteer understands what it means, and to address any possible conflict early on.

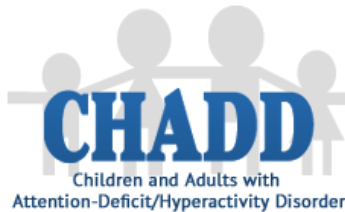
### **3. Give guidance to all speakers on conflict of interest and complementary/alternative guidelines.**

When a speaker comes to give a presentation at a CHADD meeting, they are doing so as a volunteer, not to promote their services or products. Help them to understand that there is a firewall in place. Do this when you first ask a speaker to volunteer, not just before they speak at the meeting. If you have concerns, have the speaker complete a [speaker agreement](#).

- If a service provider/author is speaking and wants to sell his products/services, he/she may mention the product/service while speaking, but should not dedicate an entire presentation to the product/service. The purpose of the meeting presentation is to educate attendees about ADHD, not promote a product/service that the speaker provides.
- If you have a speaker on an [alternative, complementary or unproven approach](#) to the treatment of ADHD, the coordinator has a responsibility to make the following statement at the beginning of the presentation:

“CHADD disseminates information about treatments of ADHD that are supported by a body of research demonstrating effectiveness. There are many complementary or alternative treatments that have not

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been assessed or evaluated for safety and efficacy using standard scientific methods. There are many theories about other interventions that may be potentially helpful in the treatment of ADHD.

Many interventions are termed "controversial" because published peer-reviewed evidence supporting its validity does not exist. CHADD's national professional advisory board considers which interventions are currently supported by science-based published evidence.

Our presentation today is on a topic that fits in that category. If you would like more information on alternative and complementary treatments, please check out the National Resource Center on ADHD at [www.help4adhd.org](http://www.help4adhd.org). All [What We Know](#) sheets on this site are statements on the science of ADHD and are developed by the consensus of CHADD's national professional advisory board."

#### **4. Give guidance to all exhibitors at meetings/events.**

- No provider shall be permitted to display information for any substance, product or service which represents a potential threat to public health or safety.
- Nutritional products that comply with all applicable state and federal regulations, including but not limited to required licenses or approvals by the Food and Drug Administration (FDA), or marketing regulations promulgated by the Federal Trade Commission (FTC) or similar state enforcement authority may be distributed at CHADD sites. The distributor of such nutritional products may make no claim about ADHD and attention.
- No exhibitor shall display or distribute any information that contains claims that may not readily be substantiated by generally accepted scientific research methods and findings and/or educational standard and practice.
- No exhibitor shall display or distribute any substance which may be ingested, injected or otherwise physically introduced into the body which purports to have some effect of ADHD or its symptoms (e.g. medication, dietary or liquid supplements, food additives, vitamins, etc.).

**5. Do ask for guidance from the national office.** Sometimes it is tricky to sort out what may or may not be conflict of interest. PLEASE ASK US!

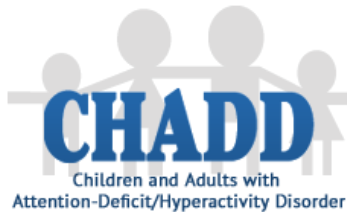
**6. Do use the CHADD member and nonmember contact information only for CHADD-related activities.**

**7. Do keep CHADD's member and nonmember contact information private.**

**3. Do use the [official CHADD volunteer logo](#)** on a business card or any business website, brochures, or other communications related to business.

**4. Do contact us if you have any questions/concerns.** If you are not sure about potential conflict of interest always ask. Contact the CHADD national office and we will provide guidance.

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## CONFLICT OF INTEREST POLICY

### Purpose

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CHADD encourages the active involvement of its employees, officers, and volunteers in the community. In order to deal openly and fairly with actual and potential conflicts of interest that may arise as a consequence of this involvement, CHADD adopts the following conflict of interest policy.

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### Policy

Employees, officers, and volunteers are expected to use good judgment, to adhere to high ethical standards, and to conduct their affairs in such a manner as to avoid any actual or potential conflict between personal interests of an employee, officers and volunteers and those of CHADD. A conflict of interest exists when the loyalties or actions of an employee, officer or volunteer are divided between the interests of CHADD and the interest of the employee, officer or volunteer. Both the fact and the appearance of a conflict of interest should be avoided.

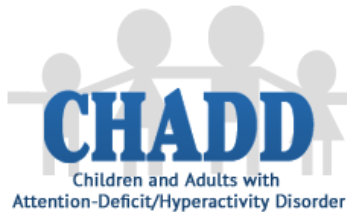
### Definitions

*Affiliated, affiliation* includes all direct and indirect financial interests between an employee, officer, or volunteer and a person with whom CHADD is considering entering into any transaction. It also includes any other interest that may influence the judgment of an employee, officer, or volunteer. An objective test is applied to determine whether an affiliation exists between the employee/officer/volunteer and the other person: whether the involvement or relationship of the employee/officer/volunteer with the other person is such that it reduces the likelihood that the employee/officer/volunteer can act in the best interest of CHADD.

*Person* means any individual, trust, estate, partnership, association, company or corporation.

*Substantial influence over CHADD.* The following persons are deemed to substantial influence over CHADD: each member of the national board of directors; the officers of CHADD, and such persons' spouse, ancestors, children, grandchildren, great grandchildren, brothers and sisters; and an entity in which such persons hold more than 35 percent of the control. Furthermore, any person who met one of these definitions in the five years before the proposed transaction is deemed, for purposes of this policy, to have substantial influence over CHADD.

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## Procedures

### Duty to Disclose

Local CHADD volunteers of CHADD will submit annually a disclosure statement form and, if not previously disclosed, will make disclosure of actual or potential conflicts of interests.

### Determining Whether a Conflict of Interest Exists

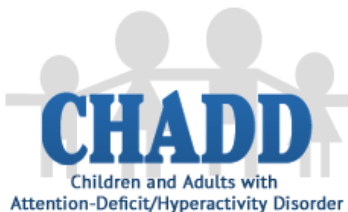
With regard to local CHADD volunteers of CHADD, disclosure statements will be reviewed by the CHADD partner services department, which will attempt to resolve any actual or potential conflict(s) and, in the absence of such resolution, refer the matter to CHADD's legal counsel.

### Consequences of the Existence of a Conflict of Interest

If a volunteer has an interest in a proposed transaction with CHADD in the form of a significant personal financial interest in the transaction or in any organization involved in the transaction, or holds a position as a trustee, director or officer in any such organization, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction.

Any volunteer who is aware of a potential conflict of interest with respect to any matter coming before the group shall recuse himself or herself from voting on such matters and, as appropriate, refrain from participation in relevant portion of the meeting.

At all times volunteers shall take steps to avoid even the appearance of a conflict of interest.



## INDIVIDUAL CONFLICT OF INTEREST DISCLOSURE STATEMENT

I have read the statement of policy regarding conflicts of interest. As a part of the duty of loyalty to CHADD, I am herewith disclosing my interests with, respect to my service as a member of \_\_\_\_\_ (of CHADD).

### 1. Disclosure of Financial Relationships.

a) Have you or any related parties had any material interest, direct or indirect, in any transaction in the last year, to which the organization was or is to be a party?

No       Yes      (If yes, describe the relationship, including total billings, fees and reimbursement of out-of-pocket expenses on a separate piece of paper.)

b) In the last year have you or any related parties been indebted to the organization?

No       Yes      (If yes, describe the relationship, excluding amounts due for ordinary travel and expense advances, and for outstanding pledges on a separate sheet of paper.)

### 2. Disclosure of Personal, Business, Family Relationships

a) To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal, business, or family relationship, is engaged in any transaction or activity or has any relationship that may represent a potential competing or conflicting interest, as defined in the statement of policy.

\_\_\_\_\_ Without exception  
\_\_\_\_\_ Except as described in the attached statement

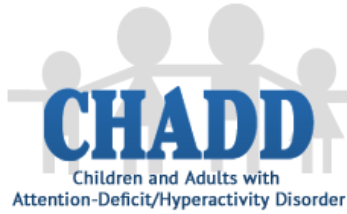
b) To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal, business, or family relationship is engaged in any transaction or activity or has any relationship that may give an appearance of inappropriate competing or conflicting interest, as defined in the statement of policy.

\_\_\_\_\_ Without exception  
\_\_\_\_\_ Except as described in the attached statement

These statements are true, and to the best of my knowledge and belief, I have disclosed all of my interests relevant to the fulfillment of my duty of loyalty as a member of \_\_\_\_\_ (of CHADD).

If any interest should arise in the time intervening the annual submission of this document, I agree to disclose it in writing and submit it in a timely manner to the CHADD leadership and CHADD National Office.

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Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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