

Conflict of Interest Guidelines for IAEE Committee or Task Force Members in Leadership Positions

1 August 2024

The support for high standards of honesty, integrity, impartiality, and conduct of the IAEE Committees and Task Forces in leadership positions is essential to assure the proper performance of IAEE's responsibilities to the entire membership and the exhibition industry. A leader for a committee or task force will be the chairperson, vice chairperson, or immediate past chairperson.

IAEE committee or task force leader shall avoid any action which might result in, or create the appearance of, using an IAEE position for private gain; giving preferential treatment to any person or business; losing independence or impartiality; or, affecting adversely the confidence of the membership or the industry in the integrity of IAEE.

No IAEE committee or task force leader shall knowingly use their official position to participate in an official IAEE act, when such act would further, directly, or indirectly, the leader's beneficial interest without a full disclosure of that fact prior to any official action.

The "beneficial interest" of an IAEE committee or task force leader includes direct or indirect benefit to the leader, family, partners, company and/or employer, or others with whom the leader has financial or business ties.

An IAEE committee or task force leader shall not solicit, accept, or receive any compensation including any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value nor shall they permit any such compensation to accrue to their beneficial interest from any source, the receipt or accrual of which would occur by virtue of influence improperly exerted from their leadership position.

An IAEE committee or task force leader shall not use any information obtained as the result of participation personally and substantially in an official IAEE act, for their beneficial interest, directly or indirectly. An IAEE committee or task force leader shall not engage in,

directly or indirectly, financial or business transactions as a result of, or primarily relying on, information obtained through their official IAEE position.

An “official IAEE act” means any deliberation, decision, or action on any question, matter, proceeding, or controversy in which the IAEE is a party or has a direct and substantial interest brought before an IAEE committee or task force leader at a duly convened meeting.

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

An IAEE committee or task force leader is under a continuing obligation to disclose any potential conflict of interest as soon as it is known or reasonably should be known.

An IAEE committee or task force shall disclose the existence of such a potential conflict of interest in writing, providing all material facts relevant to the resolution of the potential conflict of interest.

Disclosure statements will be submitted as follows. For committee or task force, the disclosure shall be provided to the Committee or Task Force Chairperson or the equivalent leader. The leader’s disclosure shall be provided to the IAEE Chairperson of the Board of Directors. Copies also shall be provided to the President and CEO of IAEE.

PROCEDURE FOR REVIEW OF POTENTIAL CONFLICTS OF INTEREST

Where a potential conflict exists between the interests of IAEE, its affiliates and/or subsidiaries and an IAEE committee or task force leader with respect to a specific proposed action, policy or transaction, the committee or task force leader shall consider the matter during a meeting. IAEE shall refrain from acting until such time as the proposed action, policy or transaction has been approved by the disinterested members of the committee or task force. The following procedures shall apply:

An IAEE committee or task force leader who has a potential conflict of interest with respect to a proposed action, policy or transaction of IAEE, its affiliates and/or subsidiaries shall not participate in any way in, or be present during, the deliberations and decision-making vote of the IAEE Committee or Task Force with respect to such action, policy or transaction. However, the party shall have an opportunity to provide factual information about the proposed conflict and/or action, policy or transaction. Also, the committee or task force may request that the interested party be available to answer questions.

- The disinterested members of the committee or task force may approve the proposed action, policy, or transaction upon finding that it is in the best interests of IAEE, its affiliates and/or subsidiaries. The committee or task force shall consider whether the terms of the proposed action, transaction or policy are fair and reasonable to IAEE, its affiliates and/or subsidiaries and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with a party or entity that is not an interested party.
- Approval by the disinterested members of the committee or task force shall be by vote of a majority in attendance at a meeting at which a quorum is present. The committee or task force leader shall not be counted for purposes of determining whether a quorum is present, nor for purposes of determining what constitutes a majority vote of committee or task force members in attendance.
- The minutes of the meeting shall reflect that the conflict disclosure was made to the committee or task force, the vote taken and, where applicable, the abstention from voting and participation by the interested party. Whenever possible, the minutes should frame the decision of the committee or task force in such a way that it provides guidance for consideration of future conflict of interest situations.

VIOLATIONS OF CONFLICT OF INTEREST POLICY

If the committee or task force has reason to believe that an interested party has failed to disclose a potential conflict of interest, it shall inform the person of the basis for such belief and allow the person an opportunity to explain the alleged failure to disclose.

If the committee or task force decides that the interested party has in fact failed to disclose a possible conflict of interest, the committee or task force shall refer to the IAEE Board of Directors to take such disciplinary and corrective action as the board shall determine.

FOR IAEE MEMBERS IN LEADERSHIP POSITIONS

**Conflict of Interest Policy_Committee or Task Force– Affirmation of Compliance
(required)**

I have received and carefully read the Conflict of Interest Policy for leaders of IAEE and have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy. I further understand that IAEE is a nonprofit organization and that in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes without personal inurement by committee/task force leaders

I hereby state that I do not have any conflict of interest, financial or otherwise, that may be seen as competing with the interests of IAEE, nor does any relative or associate have such a potential conflict of interest. Nor shall I, any relative or associate benefit from any action, policy or transaction made by IAEE in a manner that has not been previously disclosed.

If any situation should arise in the future that I think may involve me in a conflict of interest, I will promptly and fully disclose in writing the circumstances to the Committee or Task Force Chairperson or leader equivalent in accordance with the Conflict of Interest Policy.

Name (Please print)

Signature

Date

An electronic form will be accepted in lieu of a paper form.

Available on IAEE website: www.iaee.com/about/governance