CONFLICT OF INTEREST POLICY
FOR ELECTED AND APPOINTED OFFICIALS

POLICY:
All elected and appointed officials of the Dermatology Nurses’ Association (DNA), including all
volunteer board and committee members, shall exercise their respective powers and duties in the
best interests of the DNA. These officials shall not use their position to advance any private
interest or any interest with an individual or entity with whom the officials have a significant
relationship. All elected and appointed officials shall disclose detailed information regarding any
interest they maintain with sponsoring organizations or companies that could be construed to
potentially affect their independent and unbiased judgment relating to their duties as an elected
or appointed official of DNA. This includes any employment or consulting relationships with
pharmaceutical or other industry, or organizations that directly or indirectly compete with the
mission and / or initiatives of the DNA for example other dermatology related organizations,
publications.

Elected and appointed officials shall not:
1. Engage in improper disclosure of confidential information gained as elected or
appointed officials.
2. Use or attempt to use their official positions and titles to secure special privileges,
exemptions, or personal profit.
3. Allow other employment or interests to impair their independence of judgment in the
performance of their duties as an elected or appointed official of the DNA.
4. Allow other employment or interest to interfere with the ethical performance of their
duties.
5. Accept compensation from any source if such acceptance tends to influence their
official DNA duties.
6. Hold a contracted position with DNA, nor shall a member of the official’s immediate
family hold a contracted position with DNA. A contracted individual is ineligible to
participate on the DNA Board unless the person resigns from the contracted position.

Elected and appointed officials shall “abstain with cause” from part or all of any discussions
and/or votes that may arise involving the disclosed affiliation.

Board members are allowed to present at any DNA nationally sponsored event, except for the
following restrictions: 1) the presentation may not be a promotion for any company; and/or 2)
the presentation does not interfere with board business. Board members are ineligible for awards
through the DNA awards program while they are in office.

PROCEDURE:
1. A copy of this policy shall be given to candidates prior to assuming their elected or
appointed positions.
2. Annually, the DNA National Office shall distribute the Conflict of Interest Disclosure
Declaration (below) to all elected and appointed officials within 30 days of the DNA
annual convention.
3. Elected and appointed officials shall submit the signed Conflict of Interest Disclosure
Declaration to the National Office within 14 days of receipt of the form.
4. Staff shall prepare a report of all disclosed conflicts for review by the Board.
5. DNA Board will review the report, identify potential conflicts, and consider appropriate
resolution in consultation with the individual in question.
6. All resolution options will be explored, up to and including removal from the position
should that become necessary.
DERMATOLOGY NURSES’ ASSOCIATION
CONFLICT OF INTEREST DISCLOSURE DECLARATION

As an elected or appointed official of the Dermatology Nurses’ Association, I hereby acknowledge that I occupy a position of trust and that I am expected to act at all times in good faith, and without bias or favor to outside interests. Whenever my outside interest or other responsibilities potentially conflict with my duty to the Association, I will disclose these potential conflicts and will act in such a manner as to avoid even the appearance of using my position to advance any other interest or any individual or entity with whom I have a significant relationship over the interest of DNA. In particular, I will not act in a way inconsistent with the purposes and interest of the Association.

I hereby certify that, to the best of my knowledge, no aspect of my current personal or professional circumstances places me in the position of having other interests that are in conflict with the interest of the Dermatology Nurses’ Association or any of my obligations as an elected or appointed official of the Association, other than as disclosed on this form.

I am aware that if I am a member of the Board of Directors, I am ineligible for awards through the awards program of the DNA while I am in office.

NAME: (please print or type): _____________________________________________

Signature: ___________________________ Date: __________________________

DNA Title/Position: __________________________

☐ I have a potential conflict of interest in the following circumstances:

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>RESPONSIBILITY OR POTENTIAL CONFLICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pharmaceutical Company</td>
<td>1. Shareholder (not including mutual funds), speakers’ bureau, advisory board,</td>
</tr>
<tr>
<td>2. Competing Professional Organization / Foundation/ Political Action Committee</td>
<td>2. Board member, staff, program / education chair or fundraiser</td>
</tr>
<tr>
<td>3. Competing Journal</td>
<td>3. Editorial board member / manuscript reviewer</td>
</tr>
</tbody>
</table>

NAME: (please print or type): _____________________________________________

Signature: ___________________________ Date: __________________________

DNA Title/Position: __________________________