APPENDIX F
American Psychological Foundation

Conflict of Interest Policy

1. **Introduction.** The American Psychological Foundation (APF) is directed by a Board of Trustees that is comprised of past presidents of the American Psychological Association, as well as other distinguished individuals in psychology, finance, and other related disciplines. The APF Board of Trustees is responsible for overseeing the overall management of the Foundation. Fundamental responsibilities include setting and evaluating policies and ensuring that the organization abides by the Foundation bylaws and mission statement. In carrying out their duties, Board members should not profit, personally or professionally, from Board actions or activities.

The purpose of the APF Conflicts Policy is to set forth a policy statement regarding conflicts and to provide guidelines to protect the Foundation, its trustees, and its mission.

2. **Definition.** Individual conflict of interest refers to situations in which an individual has financial, professional, or personal interests that may directly or indirectly affect, or may have the appearance of affecting, that individual’s professional judgment in regard to any APF matter.

3. **Policy Statement.** The APF Trustees must adhere to the following principles and guidelines concerning any possible conflict of interest or appearance of same in regard to any APF matter.

The Trustees of the American Psychological Foundation serve in a privileged role of serious responsibility in the direction of the organization and in ensuring that funds are expended in an ethical manner. Both in agreeing to accept a term of service and throughout that term, each Trustee must disclose any known financial, professional, or personal conflicts of interest or the appearance of same. Where such conflicts exist, trustees must voluntarily disclose and exclude themselves from any involvement in affected APF matters.

For example, the trustees should exclude themselves from any APF matter that would impose bias or have the appearance of imposing bias in any way involving themselves, a family member, friend, colleague or an organization. Neither should a trustee advise any party regarding preparation of proposals or applications to the extent that a conflict of interest or appearance of same would develop. To avoid the appearance of conflict of interest or undue influence, trustees should not author letters of endorsement for an APF award or grant on behalf of a family member, colleague, friend, or an organization with which the trustee has any interest, financial or otherwise.

Any trustee who has, or may appear to have, a conflict of interest in a matter before the APF Board may not vote or use his or her personal influence on the matter. This does not, however, prevent the Trustee from briefly stating his or her position on the matter, nor from answering pertinent questions. The conflicted trustee should recuse himself or herself from the meeting while the other trustees discuss and vote on the matter. The
minutes of the meeting should reflect that the Trustee withdrew from participation because of the existence or appearance of a conflict.

In the event that a Trustee is uncertain, or does not believe that a conflict of interest, or appearance of conflict, actually exists, the Board of Trustees shall determine, by majority vote, whether the Trustee must be recused from participation in the matter.

In order to avoid conflicts of interest and the appearance of such, trustees will

(a) disclose situations or areas in which it might appear that they have conflicting duties with other individuals or organizations,
(b) invite further review by the entire board of any aspect of these situations and areas that a majority of its members might consider justified, and
(c) take such steps (e.g., avoiding deliberation or resolution of pertinent issues) that are judged by a majority of the board to be necessary to protect against both the appearance and the possibility of ethical conflict or legal liability on the part of the Foundation arising from conflicts of interest.

4. Implementation of Policy. Trustees will be asked to sign a Voluntary Disclosure Statement annually, which will be kept on file in the APF office.

If during the year, a change occurs in a trustee’s interests and that change requires disclosure, the trustee should report the potential conflict of interest and submit an amended Voluntary Disclosure Statement (with full narrative explanation) to the Executive Vice President/Executive Director, who will forward it to the APA Office of General Counsel and other appropriate APF officers.

The Executive Vice President/Executive Director, together with the APF President, APF Treasurer, and APA Office of General Counsel, will determine the appropriate steps to address any conflict of interest or appearance of same. Potential conflicts or appearance of same may be forwarded for deliberation and recommendation by the full APF Board of Trustees.

APF will document the number of transactions reviewed under the conflict of interest policy and related procedures on an annual basis.

5. Failure to Comply with the Policy. Violation of the substance or intent of this conflict of interest policy by failing to report a conflict of interest or appearance of same in a timely manner will constitute grounds for disciplinary action, up to and including dismissal from the Board of Trustees. The Foundation recognizes that there are borderline cases. If in doubt about whether the policy applies to a trustee’s circumstances, the trustee should consult with the Executive Vice President/Executive Director. The Executive Vice President/Executive Director, in conjunction with other APF officers and APA [Office of] General Counsel, will consult with the trustee regarding the applicability of the policy, but, finally, it is the trustees’ responsibility to apply the policy to their individual situations.
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Conflict of Interest

Voluntary Disclosure Statement

I have read the APF Conflict of Interest Statement and I support its intent.

I hereby certify, that to the best of my knowledge, I do not have any financial, personal or professional interest that raises an actual or potential conflict of interest with my activities on behalf of APF. If any actual or potential conflict of interest exists, the conflict, as well as the financial or professional interest upon which it is based, is described in the written statement I have attached to this form.

If an actual or potential conflict of interest subsequently develops, I will promptly submit an amended Voluntary Disclosure Statement (with full narrative explanation) to the Executive Vice President/Executive Director who will forward it to the APA [Office of General Counsel] and other appropriate APF officers.

As directed and where appropriate, I will make disclosure of the conflict of interest to fellow members of the APF board of trustees or APF committees.

________________________________________
Signature

________________________________________
Date