

Conflict of Interest Policy

Employees of the Alabama Hospital Association (AlaHA) are expected to perform their job function displaying professionalism and courtesy at all times when dealing with coworkers, members, or any other business interest of AlaHA. Employees are expected to consistently interact with others on the basis of highest ethical principles and truth. Employees are also expected to obey all federal, state, local laws and ordinances at all times.

In general, a conflict of interest may exist when the work or judgment of an AlaHA employee may be biased because of their personal interests or their relationships with others. Employees should conduct themselves in a manner that avoids the real or perceived appearance of a conflict between their professional duties and personal interests. Any potential conflict of interest should be brought to the attention of the President or the Board Chairman.

While not all inclusive, the following recommended behavior should serve as guidelines to avoid conflicts of interest:

- ◆ Employees shall not use their positions or knowledge obtained while employed by AlaHA to promote their individual or immediate family member's personal or material gain.
- ◆ Employees should avoid any outside employment, consulting service, or activity that would compete or conflict with AlaHA's interests or corporate mission.
- ◆ Employees will respect and maintain the confidentiality of our membership and AlaHA's activities. Any disclosure of confidential information for personal gain must be avoided.
- ◆ Gifts, gratuities, favors or entertainment of an excessive nature, that might influence an employee's judgement or decision making in carrying out their professional roles should not be accepted.
- Honoraria, as in monetary payment, for speeches, articles or any other activity performed in conjunction with an AlaHA employee's work should not be accepted. In the event such a gesture is made and there is no way to deny acceptance, the employee should work with the AlaHA President to determine how to best dispose of the money.

I have received and read Alabama Hospital Association's Conflict of Interest Policy and agree to adhere to this policy. Further, I agree to make any potential conflict of interest known to the President or Board Chairman through an Annual Disclosure Form.

Name

Date

Conflict of Interest Annual Disclosure Form

If you have received wages, tips, salary or other earned income from any source other than the Alabama Hospital Association in the past year, please name your employer(s).

Deleted: or

Please provide the names of any clubs, affiliations or outside activities in which you have membership that may compete with, or be in conflict with the interests of the Alabama Hospital Association.

Please provide any other activity or investment in which you or your immediate family is engaged that might be regarded as a conflict of interest.

I certify that neither any member of my immediate family nor I have accepted gifts, gratuities or entertainment that might influence my judgment or actions concerning the business of the Alabama Hospital Association, except as listed below:

I agree that any future situation that may constitute a possible conflict of interest will be promptly reported to the President or Board Chairman.

Name

Date