**ASHRAE Certification Committee**

**Conflict of Interest and Confidentiality Statement**

1. Definition

A. Conflict of Interest

A conflict of interest occurs whenever an individual has a direct or indirect interest, financial or otherwise in the outcome of any transaction or matter involving certification. A conflict of interest also occurs whenever an individual has a relationship with other parties to the transaction or matter such that the relationship might reasonably be expected to affect the judgment of the individual in the particular transaction or matter in a manner adverse to certification.

B. Confidentiality

All information pertaining to an individual’s application, individual scores, item banks, contents of examinations, and any other items pertaining to the processing of applications, preparation of examinations/work sample projects or scoring of examination are confidential.

II. Disclosure Statement – Conflict of Interest

A. All members of the Certification Committee and Subcommittees**,** consultants, guests, staff and other volunteers are required to sign a disclosure statement of potential conflict of interest as described in this statement.

B. If a conflict of interest arises in connection with the activities of any deliberative units within certification, the conflict should be disclosed to the other members of the committee or subcommittee and the individual should abstain from voting on the matter at issue.

C. Activities with professional associations, accrediting or certifying agencies, consulting firms, or commercial entities relating to certification of engineering personnel should be evaluated for potential conflict of interest by the Manager of Certification prior to making arrangements to attend a certification meeting.

D. No member or employee of certification may participate in any activity, either as a volunteer or for pay, in which there may be a conflict of interest with any activity or responsibility for certification.

1. It is essential that certification maintain a clear separation of its activities from the accreditation of education and training programs. Therefore, members and employees for certification should carefully avoid any participation in the policy making aspects of accreditation of education and training programs.

2. Any exceptions to the above must be approved by a two-thirds majority of the Certification Committee in a public vote.

3. A member or employee for certification may participate in such activities only as an official representative of the Certification Committee.

E. Individuals who are members of an Exam Subcommittee are not eligible to sit for the exam this particular exam committee developed until one year after completion of committee service but may take an exam for the same certification developed by a different exam subcommittee.

1. Confidentiality Statement
2. All members of the Certification Committee and all certification subcommittees, consultants, guests and other volunteers are required to sign a confidentiality statement annually prior to making arrangements to attend a BOC meeting (face-to-face or conference call if applicable).
3. Guests are required to sign a Conflict of Interest and Confidentiality Policy Acceptance Form prior to attending the exam committee work group meeting.
4. All employees for certification are required to sign this acceptance form at commencement of their employment and annually thereafter.
5. Confidential information as defined in this document may be disclosed only with the permission of the Chair of the Certification Committee or upon approval of ASHRAE legal counsel.

Approved 12/18/13

**Certification Committee**

**Conflict of Interest and Confidentiality Policy**

**Acceptance Form**

**Name:**

**Certification Affiliation:** (i.e. ASHRAE employee for Certification, Member of Certification Examination Subcommittee, etc).

I have read the **ASHRAE Certification Conflict of Interest and Confidentiality Policy** above and agree to abide by the terms of the policy. If I know of any current conflict of interest or potential conflict of interest, I have listed them below. Should these issues arise in the due course of my participation with the Certification Committee or any of its subcommittees, I will refrain from any discussion on said matters and I will not vote on same. Likewise, should any conflicts of interest arise in the future that are not listed below, I will announce a conflict of interest, though the basis for that conflict need not be disclosed, and will refrain from discussion or voting on said issue.

**Signature: Date:**