

**IAEI Policy on Conflict of Interest
As Related to IAEI Representatives
To Technical Committees**

The International Association of Electrical Inspectors Board of Directors has determined, as permitted by Section 106 of the International Bylaws, that qualified representatives shall be appointed to positions on various code-making panels and other Codes or Standards technical committees as set by the International Board of Directors. Likewise, Section 203(E)(8) provides for reimbursement of expenses while serving as an official IAEI representative to the extent approved by the International Board of Directors. In order to effectively manage the provisions of the International Bylaws, the International Board of Directors has set forth certain guidelines in the IAEI Operating Rules and certain other policies as set forth in the minutes of the International Board of Directors meetings.

The issue of “Conflict of Interest” arises from time to time and what may or may not constitute a “conflict of interest” to the IAEI. This Policy Statement is issued to address some of the issues or questions and to clarify IAEI’s position on conflict of interests. Section 105.3(i) of the IAEI Operating Rules reads as follows:

i. Each IAEI Code-Making Panel representative shall refrain from creating conflict of interest by participating in, conducting, promoting or profiting from books or seminars that are in competition with IAEI educational programs.

Other examples of activities that shall be deemed as conflict of interest include but are not limited to the following:

1) Receiving honorariums for writing code interpretations on code related activities for magazines other than the IAEI News.

2) Accepting fees, honorariums or travel expenses from electrical manufacturers.

The Code Clearing Committee of the International Board of Directors shall annually review each response to the conflict of interest survey and make final determination of whether or not a specific case constitutes a conflict of interest.

Under this policy, the above also applies to appointments to other technical committees. Each applicant to a technical committee is asked to check each statement and sign the General Requirements for IAEI Representation on a Technical Committee that IAEI representatives may serve. Statements that relate to conflict of interest include:

- *I will not as a representative of IAEI in appearance or practice endorse any electrical product or service.*
- *I will not create a conflict of interest by participating in, or conducting seminars that are in competition with IAEI educational programs unless it is a condition of my primary employment as an electrical inspector.*
- *I will not create a conflict of interest by promoting or profiting from books or other publications that are in competition with IAEI educational programs.*
- *I will not accept fees, honorariums or travel expenses from electrical manufacturers.*

An Eligibility Questionnaire and Conflict of Interest Survey is sent to all existing IAEI Technical Committee representatives at the completion of each cycle and before the start of the next cycle of the affected document. These forms must be completed, signed and returned to the International Office. The forms are attached for information.

This policy statement includes and identifies certain activities that have been reviewed by the International Board Public Policy Committee and with International Board Executive Committee concurrence have been determined not to be considered a conflict of interest. These activities are:

- Coordinating, promoting, participating in, or conducting such training programs as a function or requirement of one's primary employment.
- Coordinating, promoting, participating in, or conducting such training programs when doing so for their own IAEI Section, Chapter, or Division, or the activity outside of their Section, Chapter or Division is coordinated through the International Office.
- Writing material for, editing or participating in the production of code interpretations or articles for the individual's Section, Chapter, or Division
- Writing material for, editing or participating in the production of code interpretations or articles for the individual's employer.
- Participating in the presentation of seminars for the National Fire Protection Association (NFPA) on subjects that pertain to standards or documents where IAEI has representatives on that NFPA Technical Committee. Written notification from the individual that NFPA desires the individual to present the seminar and written acknowledgement from the IAEI CEO/Executive Director is required. It is the individual's responsibility to transmit the notification, present it to the International Office and gain written acknowledgement before the seminar is given.
- Participating in the presentation of seminars for the Canadian Standards Association (CSA) on subjects that pertain to standards or documents where IAEI has representatives on that CSA Technical Committee. Written notification from the individual that CSA desires the individual to present the seminar and written acknowledgement from the IAEI CEO/Executive Director is required. It is the individual's responsibility to transmit the notification, present it to the International Office and gain written acknowledgement before the seminar is given.
- Participating as an apprenticeship instructor for an accredited apprenticeship program provided under NJATC, IEC, or equivalent, or an accredited apprenticeship program from a Community College. Written notification from the individual that the accredited apprenticeship program desires the individual to be an instructor and written acknowledgement from the IAEI CEO/Executive Director is required. It is the individual's responsibility to transmit the notification, present it to the International Office and gain written acknowledgement before providing instructor services.

Because of the expense IAEI incurs by supporting the representative to participate in all aspects of the code making and/or technical standards development process the International Board of Directors expects its representatives to conduct themselves in the most professional way possible. Even the slightest perceived conflict of interest must be avoided. IAEI has a great many educational programs and is creating more all the time. It would be very difficult to assume that you are not in competition with an IAEI program. Even your desire to help the up and coming persons in the electrical field by providing instructor services, whether or not you are paid for it, could be a conflict of interest. IAEI appreciates all the many volunteers that participate and want to participate in the code-making process. If you have to ask if a certain activity is in conflict with the policy, then it most likely is.