

CONFIDENTIALITY AND CONFLICT OF INTEREST POLICY
(Approved by the Board August 20, 2014)

The CAIS Board of Directors has adopted this Confidentiality and Conflict of Interest Policy (the “Policy”) to promote confidence in the integrity, objectivity and impartiality of CAIS and the deliberations of the Board and its Councils and Committees.

Application:

This Policy applies to each Director, Officer and employee of CAIS, as well as each member of a Council, Committee or Task Force of CAIS and each member of a Visiting Committee of CAIS struck to conduct an evaluation or accreditation review of a particular school. The Board of Directors is responsible for monitoring compliance with this Policy.

Confidential Information:

All information regarding the business of CAIS, the Board and its Councils, Committees and Task Forces and all information regarding the CAIS Member schools, including compliance with standards by, or the review for accreditation of, any Candidate or Member school, including Accreditation Reports, shall be regarded as confidential unless specifically determined otherwise by the Board of Directors. Such information must not be revealed or discussed with third parties without the specific approval of the Board of Directors. This duty to maintain confidentiality shall continue indefinitely. Persons to whom this Policy applies who have committed an unintended breach of confidentiality will contact the Chair of the Board or the Executive Director to identify the issue so that any necessary remedial action can be planned or implemented.

Duties:

Each person to whom this Policy applies shall act honestly and in good faith in the best interests of CAIS, and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Conflict of Interest:

Each person to whom this Policy applies should avoid engaging in any personal business which would conflict with either the business of CAIS or his or her duties and responsibilities to CAIS. A person to whom this Policy applies who has a material interest in any company or organization which has material dealings with CAIS must disclose in writing such interest to the Chair of the Board and must exempt himself or herself from participating in any discussion involving such interest.

Remuneration:

Directors, and members of any Council, Committee, Task Force or Review Committee, of CAIS shall not receive any remuneration for their duties as such and may not engage in any other service to CAIS for which they might expect remuneration without the approval of the Board of Directors.

Prohibited Use of Position:

No person to whom this Policy applies shall use, or seek to use, his or her position with CAIS in a manner that would conflict with his or her duties and responsibilities to CAIS. No person to whom this Policy applies shall attempt to influence the admission of any school to CAIS nor shall he or she in any way influence the evaluation of any Candidate or Member school.

Public Pronouncements:

No person to whom this Policy applies, other than the Chair of the Board and the Executive Director, shall speak to, or interact with, the public, media, or other organizations on matters pertaining to CAIS's operations or policies without having been explicitly authorized to do so by the Chair of the Board or the Board of Directors.

Violations of this Policy:

Each person to whom this Policy applies is responsible for being aware of, understanding and complying with this Policy and shall promptly report any problems or concerns and any actual or potential violation of this Policy to either the Chair of the Board or the Executive Director.

Annual Certification:

Each person to whom this Policy applies will annually review the policy and sign and deliver to the Secretary of CAIS, the following certificate:

CERTIFICATE

I certify that I have read and fully understand the Confidentiality and Conflict of Interest Policy and will comply with its provisions.

Per:

Signature

Position

Date