

CAIS Policy G-103 Confidentiality and Conflict of Interest

Purpose: To promote confidence in the integrity, objectivity and impartiality of CAIS and the deliberations of the Board and its Councils and Committees.

Definitions: For the purposes of this Policy:

“CAIS Personnel” means a person who performs work or services for monetary compensation at CAIS (including all full-time and part-time employees, casual workers and individual contractors), employees or staff of any contractor or service provider carrying out business for CAIS, members of the CAIS Board of Directors, Regional Advisors and all CAIS volunteers (including those on Councils, Committees, Task Forces and Visiting Committees).

A reference to the “Board”, the “Board of Directors” or the “CAIS Board of Directors” means the board of directors of CAIS.

Policy Statement:

Confidential Information

All information regarding the business of CAIS, the Board and its Councils, Committees and Task Forces and all information regarding Candidate and Member schools, including compliance with standards by, or the review for accreditation of, any Candidate or Member school, 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 unintentional 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.

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 their 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 themselves from participating in any discussion involving such interest.

Remuneration

Members of the CAIS Board of Directors, Regional Advisors and all CAIS volunteers (including those on Councils, Committees, Task Forces and Visiting Committees) 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, their position with CAIS in a manner that would conflict with their 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 they 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.

Violation 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)**