



## **ADM-101: Conflict of Interest – July 23, 2009**

INCOSE Officers and Directors shall perform their responsibilities in the best interest of INCOSE without regard to personal, organizational, or corporate gain. A conflict of interest exists when a question is before the Board of Directors in which an individual has a direct personal, organizational, or corporate financial interest not common to the other members of INCOSE. When a conflict of interest exists, or the appearance of a conflict of interest exists, the responsible Officer/Director will acknowledge this conflict of interest prior to deliberations and will recuse (i.e., disqualify oneself) from voting.

INCOSE members and contributors shall perform their responsibilities in the best interest of INCOSE without regard to personal, organizational, or corporate gain. A conflict of interest exists when a question is before the INCOSE entity in which an individual has a direct personal, organizational, or corporate financial interest not common to the other members of INCOSE. A conflict of interest also exists when a product or service is under development in which an individual has a direct personal, organizational, or corporate financial interest not common to the other members of INCOSE. When a conflict of interest exists, or the appearance of a conflict of interest exists, the individual will acknowledge this conflict of interest prior to deliberations or prior to participating in development of a product or service and will recuse (i.e., disqualify oneself) from voting.

All INCOSE Board members, Management Contractor staff, Certificate Advisory Group members, Certification Program Manager, Certification Application Reviewers, Corporate Advisory Board Chair, Corporate Advisory Board Co-Chair, Events Committee Chair, Events Committee Co-Chair, and any INCOSE individuals contributing to the development, approval or release of a product or service, shall submit a Conflict of Interest Statement, signed by the participant(s) that indicates the nature of any participant-acknowledged conflict of interest with respect to the product. The original Conflict of Interest Statement shall be submitted to the Managing Executive. All products forwarded to the next level of approval shall have a recorded approval vote by the members of the forwarding entity that includes recusals due to conflict of interest. Members of the forwarding entity having a conflict of interest shall be counted in determining the presence of a quorum at a meeting of the entity that approves a product or service.

**SUPERSEDES: October 8, 2005**

**APPROVED BY: INCOSE Board of Directors, Singapore, Singapore, July 23, 2009**

**MAINTAINED BY: Secretary**