



ADM-101: Conflict of Interest – 12 July 2018

Purpose & Scope

This policy defines how INCOSE Officers, Directors, Members, Working Group Participants and Contractors shall manage any conflicts of interest that could arise during the execution of INCOSE business.

This policy applies to the INCOSE Board of Directors, the Governing Bodies of INCOSE Chapters globally, all institutional members of INCOSE, all individual members and associate members of INCOSE, all Contractors to INCOSE and the INCOSE central and local administrative offices.

Authority & Responsibility

The Board of Directors of INCOSE shall take the necessary action to comply with the requirements defined in this policy. They shall also ensure that Chapters of INCOSE, institutional members, full individual members, associate members, contractors and administrative offices, globally, comply with this policy.

Requirements – Conflict of Interest:

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 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) themselves from any related decisions and/or voting, or remove the potential conflict of interest to allow their participation.

INCOSE members and contributors shall perform their responsibilities in the best interest of INCOSE without regard to personal, organizational, or financial gain. A conflict of interest exists when a question is before the INCOSE entity in which an individual has a direct personal, organizational, or 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) themselves from any related decisions and/or voting, or remove the potential conflict of interest to allow their participation.



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 (form ADM_TEMP_01), 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 Operations Manager. 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.

Related Policies

None

SUPERSEDES: ADM-101 dated July 23, 2009

APPROVED BY: INCOSE Board of Directors, Washington DC, July 12, 2018

POLICY OWNER (RACI Responsible R): Chief of Staff / Operations Manager

MAINTAINED BY (RACI Accountable A): Secretary