

# Volunteer Acknowledgement Policies and Procedures

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## Conflict of Interest

### I. Purpose

A conflict of interest arises when a person in a position of authority within the Healthcare Businesswomen's Association (HBA) may benefit financially from a decision she or he could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons covered by this policy such as staff as well as elected, appointed, assigned, self-identified volunteers; independent contractors, agents and other representative's responsibility of the HBA or any of its components. The HBA expects each representative to be aware of the dangers inherent in situations that give rise to conflict of personal interests with those of the HBA.

### II. Scope of Policy

Applies to representatives, defined as:

Staff as well as elected, appointed, assigned, self-identified volunteers; independent contractors, agents and other representative's responsibility

- Situations in which a person representative of the Healthcare Businesswomen's Association (HBA) may benefit financially from a decision she or he could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated.
- This policy is focused upon material financial interest of, or benefit to, such persons covered by this policy

### III. Procedures/Process

**Duty to disclose.** In connection with any actual or possible conflict of interest, an interested representative must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to (a) if a representative of the HBA, to the HBA Global Board, or (b) if a representative of an HBA component, to the specific component board.

**Determining whether a conflict of interest exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall be recused from the HBA Global Board or component board conversations while the determination of a conflict of interest is discussed and voted upon. The remaining HBA Global Board shall decide if a conflict of interest exists.

#### **Procedures for addressing the conflict of interest**

An interested person may make a presentation at an HBA Global Board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction/or arrangement involving the conflict of interest.

The chair of the HBA Global Board or component executive committee shall, if appropriate, appoint a disinterested person or component board when appropriate to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the HBA Global Board or components board shall determine whether the HBA or the components can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

- If a more advantageous transaction or arrangement not producing a conflict of interest is not reasonably possible under circumstances, the HBA Global Board or components board shall determine by a majority vote of the disinterested parties whether the transaction or arrangement is in the HBA's or its components (as applicable) best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

#### **IV. References**

- HBA Bylaws
- HBA Record Retention & Destruction Policy
- HBA Code of Conduct

The HBA Global Board recognizes that to fulfill the association's responsibilities to its members and the healthcare industry at large, it is dependent upon qualified and dedicated leadership. Additionally, the US Internal Revenue Service Form 990 annual tax return/report that must be submitted by most federal income tax exempt organizations that, to a significant extent, is an effort to gain greater disclosure and improved governance in nonprofit tax-exempt organizations. Because one aspect of determining qualifications is avoidance of conflicts of interest, HBA supports this Conflict-of-Interest policy.

#### **V. Dissemination & Location of Policy**

This policy should be disseminated:

- Via email with return receipt requested to all employees and volunteer leaders of the HBA including global, region/chapter/affiliate/branch, affinity groups, global council and any related committees.
- All representatives shall be advised of this HBA conflict of interest policy upon undertaking the duties of his or her position, shall disclose any actual or potential conflicts of interest on an acknowledgement form provided by the HBA prior to taking such position, and shall promptly advise the HBA in writing of any conflict of interest or relationship that may arise in the future.
- On an annual basis, every representative of the HBA will acknowledge the confidentiality policy and sign the acknowledgement form, provided by the HBA Global Board and/or staff.
- This policy can also be found in the HBA Resource Center.

**VI. Timing of effect/implementation, review and/or termination**

No special considerations.

	<b>Name, Title</b>	<b>Signature</b>	<b>Approved Date</b>
<b>Staff approval</b>			
<b>Board approval</b>			
<b>Effective Date:</b>			

# Confidentiality

## I. Purpose

It is the policy of the Healthcare Businesswomen's Association (herein after identified as the HBA) that its staff as well as elected, appointed, assigned, self-identified volunteers; independent contractors, agents and other representatives shall not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the HBA to any person, including relatives, friends and business and professional associates, other than to persons who have a legitimate need for such information and to whom the HBA has authorized disclosure. All HBA components and the HBA staff shall use confidential information solely for the purpose of performing services for the HBA.

This confidentiality policy is not intended to prevent disclosure where disclosure is required by law.

## II. Scope of Policy

This Policy applies to:

- HBA staff
- Elected, appointed, assigned, self-identified volunteers; independent contractors, agents and other representatives:

And includes:

1. All information of the HBA that is confidential or privileged, or that is not publicly available
2. All information of a third party, obtained in the course of the HBA business/discharge of the HBA duties, that is confidential or privileged, or that is not publicly available

## III. Procedures/process

1. Acknowledgement of this policy is agreed to upon application of volunteer role. Additional information can be found in our association's [privacy policy](#)
2. Guarding confidential information
3. The HBA staff, elected, appointed, assigned, self-identified volunteers; independent contractors, agents and other representatives:
  - a) Must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information.
  - b) Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature.
  - c) Be sensitive to the risk of inadvertent disclosure, including but not limited to:
    - i. Leaving confidential information on desks or otherwise in plain view
    - ii. Use of speakerphones to discuss confidential information if the conversation could be heard by unauthorized persons.

## IV. Separation from HBA

At the end of the HBA staff or elected, appointed, assigned, self-identified volunteers, independent contractors, agents and other representatives time with the HBA they shall return to the HBA or destroy all documents, papers, and other materials that may contain or be derived from

confidential information in his or her possession.

## V. Compliance

Disclosure of confidential information will be viewed as a serious offense and may result in disciplinary action, up to and including:

- Dismissal from the elected, appointed, assigned, self-identified volunteers' position
- Termination of employment of staff
- Civil lawsuits, depending on the circumstances

A complaint, report or inquiry may be made according to the Conflict Resolution Policy.

## VI. References

HBA Bylaws  
HBA Record Retention & Destruction Policy  
HBA Code of Conduct

## VII. Templates/tools/support documents

N/A

## VIII. Dissemination & Location of Policy (required)

This Policy should be disseminated via email with return receipt requested to all HBA staff, elected, appointed, assigned, self-identified volunteers; independent contractors, agents and other representatives. This policy can also be found in the HBA Resource Center.

## IX. Timing of Effective/Implementation, Review and/or Termination

*Timing will be determined based on reported offense.*

	Name, Title	Signature	Approved Date
Staff approval			
Board approval			
Effective Date:			

## HBA Code of Conduct

### I. Purpose

The Healthcare Businesswomen's Association (HBA) has adopted this Code of Conduct to guide its Board of Directors, officers, committee members, employees, volunteers, independent contractors, agents and other representatives, when acting on behalf of the HBA, to enable it to build and continue a tradition of integrity, honor and ethics in our collective pursuit of the development and advancement of women in the healthcare industry.

### II. Code of Conduct

The foundation of this Code consists of the following standards of business compliance as well as personal conduct.

1. We will act with honesty, fairness, trustworthiness, and candor, observing the spirit as well as the letter of the law and regulations.
2. We will act in accordance with the highest standards of professional conduct, treating everyone with respect and dignity.
3. We will communicate in a respectful manner, avoiding degrading, demeaning or hostile words. We are committed to building strong relationships and an inclusive culture in support of our common mission.
4. We will avoid conflicts between personal interests and the interests of the HBA, or even the appearance of such conflicts.
5. We will ensure our reputation for integrity remains strong and avoid activities or associations with third-parties which might reflect adversely on the HBA.
6. We will protect the integrity, privacy and appropriate use of data in accordance with relevant laws and regulations.
7. We will create teams that celebrate our differences in geography, ethnicity, culture, personal and professional backgrounds.
8. We will enrich the careers of our staff and volunteers by providing them meaningful opportunities for growth and development.
9. We strive to create a safe workplace.
10. We prohibit any form of bribery, kickback or inappropriate payment to conduct business anywhere in the world.
11. We care about the communities where we do business and will conduct ourselves in an environmentally sustainable manner.

12. We will protect the HBA's confidential information and the confidential information of others which we may be exposed to under a Confidentiality Agreement.
13. We will protect and enforce our Intellectual Property rights to any new ideas and innovations that are created by or on behalf of the HBA.
14. We will hold ourselves responsible and take all appropriate steps to ensure the security of all digital devices and services used in the conduct of HBA business.
15. We will ensure equal opportunity for all without discrimination or harassment in the workplace on the basis of gender, religion, race, color, national origin, age, disability, pregnancy, citizenship, status as a veteran, marital status, gender orientation, gender identity and expression, genetic information or any other protected characteristic.
16. Through leadership at all levels, we will sustain a culture where ethical conduct is recognized, respected and promoted by all directors, officers, committee members, employees, volunteers, independent contractors, agents and other representatives.

It is every director's, officers, committee members, employees, volunteers, independent contractors, agent's and other representative's responsibility to be familiar with this Code of Conduct and to be sensitive to and report any situations that may violate it.

Senior staff at the HBA have the additional responsibility to verify that staff whom they supervise understand and comply with the Code of Conduct.

This Code is not intended as a stand-alone policy. It does not embody the totality of HBA's ethical standards, nor does it answer every ethical question or issue that might arise. Rather, it is one element of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority. This Code will be reviewed periodically.

	<b>Name, Title</b>	<b>Signature</b>	<b>Approved Date</b>
<b>Staff approval</b>			
<b>Board approval</b>			
<b>Effective Date:</b>			