



LAS-Q006

**CONFLICT OF INTEREST, CONFIDENTIALITY, INTELLECTUAL  
PROPERTY, AND DUTY OF LOYALTY POLICY**

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## **CONFLICT OF INTEREST, CONFIDENTIALITY, INTELLECTUAL PROPERTY, AND DUTY OF LOYALTY POLICY**

*Adopted by the Laboratory Accreditation Committee and TTBS Board of Directors on XXX*

### Conflict of Interest

Since its inception, TTLABS has had a policy that actual or apparent conflicts of interest must be avoided as mandated by normal business ethics. "Conflict of interest" means that condition or circumstance wherein a person is unable or is potentially unable to render impartial services, assistance, advice, assessment, evaluation or decision for TTLABS because of other activities or relationships with other persons, or wherein a person has or may be able to obtain an unfair competitive advantage.

Consistent with the principles set forth in national and international standards, TTLABS believes that it is vital that its accreditation services be impartial and objective, uninfluenced by the private interests of individuals acting for or on behalf of TTLABS. Accordingly, any person directly involved in actions relating to the TTLABS processes of accreditation shall not have direct participation in TTLABS actions that may involve an actual or apparent conflict of interest. The Executive Director, TTBS, Manager, Laboratory Accreditation and/or the Chairman of the LAC shall, as promptly as possible, employ all possible means to prevent or overcome any such actions that may conceivably be in violation of this policy.

Some examples of improper actions or conflicts of interest under this policy are:

- Showing favoritism or partiality towards any applicant;
- Concealing previous employment with an applicant;
- Taking money or other gifts from any person to influence the outcome of an assessment, either positively or negatively;
- Making promises to an applicant that cannot be fulfilled;
- Making compliance findings contingent upon receipt of future consulting work;
- Specifically referring to the names of organizations when discussing other assessment experiences with the organization being assessed;
- Concealing financial interest in an applicant organization; and
- Promoting other ventures of the assessor (e.g., training or software) in a manner creating the appearance of a Conflict of Interest.

If any TTLABS staff/member, assessor, Committee member or Board member is asked to undertake any TTLABS activity which is or could be interpreted to create a conflict of interest, the person is obliged by this policy to divulge the potential conflict of interest to appropriate staff, the Manager or Chairman of LAC. Any TTLABS staff/member, assessor, Committee member or Board member, who undertakes any TTLABS activity, where an actual or potential conflict of interest exists and, which was not declared in advance, is in violation of this policy.

### Confidential Information

All information provided by applicants in connection with a request for an application package, an application for accreditation, an assessment or proficiency testing is confidential. Such information is examined by a small group of TTLABS staff, assessors, and Accreditation Committee and external bodies as needed for recognition of the program. These groups must treat this information with utmost confidentiality. Such information shall not be released unless the applicant provides TTLABS permission in writing to do so. Documents necessary to convey information about accredited laboratories and their scopes of accreditation are not confidential. Unauthorized or inappropriate disclosure of confidential information is prohibited.

### Protection of TTLABS's Intellectual Property

Violation of copyright law is theft of intellectual material. Unless otherwise specified, any intellectual materials created by TTLABS become the property of TTLABS. Permission to copy TTLABS intellectual property must be received in advance of such activity. Facilitating any violation of TTLABS copyright by, for example, distribution to competitors is strictly prohibited.

### Duty of Loyalty

All employees, independent contractors and Board members are required to perform all activities, at all times, under common 'Duty of Loyalty' expectations. 'Duty of Loyalty' is based on, but not limited to, excluding both actions and omissions that may injure or compromise past, current and future status of the organization.

### Disciplinary Actions

If any TTLABS staff member, assessor, Committee member or Board member undertakes any TTLABS activity in violation of these policies, the person shall be subject to disciplinary or other appropriate action including legal action and termination of their relationship with TTLABS.

Each case shall be judged on its merits by the Manager for employees and independent contractors or the Chairman of LAC for the Board, Committee members and other volunteers.

If necessary, the Manager and/or Chairman of LAC may ask for the appointment of a panel of three Board members to evaluate a dispute arising under this Section and make recommendations to the Executive Director and/or Chairman on appropriate corrective action. Similarly, any person, who is disciplined under this policy, may appeal to a three-member Board panel appointed to hear the case.

Statement of Commitment

I have read, understand, concur and agree to uphold the above conflict-of-interest, confidentiality, intellectual property, and duty of loyalty policy of the Trinidad and Tobago Laboratory Accreditation Service.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_