AHRI CONFLICT OF INTEREST POLICY

# INTRODUCTION

When AHRI’s members and/or participants are acting in their official capacities, their actions and decisions should be based on what they reasonably believe in good faith to be in the best interests of AHRI and the HVACR industry as a whole. If the judgment of an AHRI participant is influenced by an outside interest, AHRI, and by extension the HVACR industry, may suffer harm directly from inputs based on hidden interests.

It should be emphasized that conflicts of interest are not inherently illegal or unethical, nor should they be interpreted as reflecting upon the integrity of any AHRI member or participant. Further, it is not the purpose of this conflict of interest policy to prevent AHRI’s members or participants from doing business or having other relationships. Rather, it is the manner in which a conflict is addressed which determines the propriety of the situation. All potential conflicts of interests must be disclosed to AHRI staff.

# DEFINITION OF “CONFLICT OF INTEREST”

A conflict of interest exists when an AHRI member or participant has a direct or indirect business, professional, or personal situation or relationship that might influence, or that might be perceived to influence, his or her judgment or actions when serving AHRI. Conflicts of interest may arise under numerous scenarios, including but not limited to:

1. Serving as an officer or director of another nonprofit organization in the general areas of interest to AHRI.
2. Employment by and/or receiving compensation (e.g., salary, commission or consulting fees, etc.) from a company offering products or services related to the interests of AHRI.
3. Doing business with AHRI or having a relationship with any company or organization doing business or wishing to do business with AHRI.

# DISCLOSURE

AHRI members or participants must disclose all conflicts as defined above. The definition of conflict of interest adopted in this Policy includes any conflicts that might influence or that might be perceived to influence the actions or decisions of an AHRI member or participant. Therefore, even if an AHRI member or participant believes that a relationship or other circumstance will not affect his or her judgment or conduct, if it could possibly have, or reasonably could be perceived as having, an improper influence then it should be disclosed. Individuals covered by this Policy will have the burden of defending any decision not to disclose and therefore should err on the side of disclosure.

Disclosure shall be made on an annual basis on forms provided by AHRI staff. In addition, any conflict that is created or arises in the interim should be disclosed to AHRI’s Legal Department as soon as possible. Completed forms will be reviewed by AHRI staff and any identified conflict of concern will be discussed with the member or participant submitting the form and AHRI’s General Counsel as necessary. In many cases, disclosure will cure potential conflicts, but AHRI’s General Counsel may exercise discretion to take any action deemed appropriate to address the conflict.

Finally, all those covered by this Policy have an obligation to bring to the attention of AHRI any conflict or perceived conflict of any other AHRI member or participant.

# EFFECT OF A CONFLICT OR PERCEIVED CONFLICT

Once a conflict of interest arises, in addition to disclosure, persons with the conflict should use their best judgment as to whether and to what extent they should recuse themselves from deliberations, voting, decision making, and other participation with respect to the matter at issue, and whether they should resign from a committee or position. In making this determination, the best interests of AHRI should be the sole criteria.

# VIOLATION OF THIS POLICY

Violations of this Policy may result in disciplinary action, up to and including removal of the individual from his or her AHRI position and/or expulsion of his or her company from AHRI.