

Approved by the NISO Board of Directors
September 25, 2003

NISO Conflict-of-Interest Policy

Members of the NISO Board of Directors and staff have an obligation to conduct business in a manner that avoids actual or potential conflicts of interest. This policy establishes a framework within which NISO requires its employees and Board members to operate. The purpose of this Policy is to provide general direction so those members of the Board and employees can seek clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee or Board member is in a position to influence a decision that may result in a personal or professional gain for the Board member or employee or for a relative as a result of NISO's work and business. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee or Board member is similar to that of persons who are related by blood or marriage.

The mere existence of a relationship with an outside firm with which NISO has dealings, or any other facts that give rise to a conflict of interest as defined above, does not necessarily constitute a violation of this policy. However, if an employee or Board member has any influence on transactions involving NISO purchases, contracts, or leases, or if any other circumstances involving a conflict of interest or potential conflict of interest arise, it is imperative that he or she:

- disclose to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties; and
- agree to take steps to resolve or avoid the conflict.

Failure to make such disclosure or to take steps required by NISO shall be grounds for disciplinary action, including termination of employment or other relationship with NISO.

A prohibitive conflict of interest may result not only in cases where an employee, Board member, or relative has a significant ownership in a firm with which NISO does business, but also when an employee, Board member, or relative receives any special consideration as a result of any transaction or business dealings involving NISO.

National Information Standards Organization
One North Charles Street, Suite 1905
Bethesda, MD 20814

Tel.: 301-654-2512
Fax: 410-685-5278
E-mail: nisohq@niso.org