

# SECO INTERNATIONAL, LLC

## Confidentiality Agreement/ Conflict of Interest Disclosure

### Introduction

SECO International, LLC, requires that all staff, volunteers and contracted individuals complete a Confidentiality Agreement and a Conflict of Interest statement every year.

### Confidentiality Agreement

The Confidentiality Agreement helps to ensure that processes, items and concepts developed by the staff, contractors and volunteers working with Southern Council of Optometrists, Inc., and SECO International, LLC, continue to be held as assets of the Southern Council. As volunteers, we donate our expertise to the Southern Council. Should some of our hard-earned knowledge be shared with other associations and agencies, accidentally or otherwise, the proprietary nature of the conferences we produce could be open to harmful plagiarism. We are proud of the innovative concepts we introduce for each SECO International. Whereas imitation may be the highest form of flattery, it can sometimes be damaging and we need to be proactive in assuring that everyone involved in producing the annual SECO International conference observes the necessary confidentiality to assure our future success.

### Conflict of Interest Disclosure

Existence of Conflict, Disclosure:

Trustees, officers, employees, volunteers and contractors of the Southern Council of Optometrists, Inc., and SECO International (Organization) should refrain from any actions or activities that impair or appear to impair their objectivity in the performance of their duties on behalf of the association. A conflict of interest may exist when the direct personal, financial or other interest(s) of any trustee, officer, employee, volunteer or contractor competes or appears to compete with the interests of the Organization. If any such conflict of interest arises, the interested person shall call it to the attention of the Board of Trustees for resolution. If the conflict relates to a matter requiring Board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Board of Trustees, excluding the person who is the subject of the possible conflict.

In addition, any gift or service or any other item of value which exceeds \$500 received by an Officer, Trustee, Committee Member, Volunteer, Southern Council Employee or any member of one's immediate family or any other person acting on his or her behalf shall be disclosed on the Conflict of Interest Disclosure form.

Nonparticipation in vote:

The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

Minutes of Meeting:

The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

A copy of this conflict of interest disclosure statement shall be furnished to each trustee or officer, employee volunteer and/or contractor who is presently serving the Organization, or who hereafter becomes associated with the Organization. This policy shall be reviewed regularly for information and guidance of trustees and officers, staff members, volunteers and contractors, and new officers, trustees, staff members, volunteers and contractors shall be advised of the policy upon undertaking the duties of their offices.

The Conflict of Interest disclosure statements are self-explanatory, and are designed to assure that the Southern Council of Optometrists, Inc., and SECO International, LLC, are fully aware at all times of the relationships between our volunteers and any third parties with whom we do business.

### **What You Need To Do**

There are three forms enclosed:

1. Confidentiality Agreement;
2. Conflict of Interest Disclosure Statement;
3. No Conflict of Interest Disclosure Statement.

You must complete the Confidentiality Agreement. You must then complete either the second or third form, but not both, as they are mutually exclusive statements.

Most individuals will use the “Disclosure” form, which permits you to identify any potential association that might become a conflict of interest. It would include, but would not be limited to, any involvement that could in any way, directly or indirectly, benefit you or your family in any way as a result of your duties, activities or functions as an elected or appointed official. This should include any and all involvement in other organizations or ophthalmic companies. The “No Conflict” form is only used if you do not have any interest in any organization or company that might affect, or be affected by, your volunteer activities with Southern Council of Optometrists, Inc., and SECO International, LLC.

### **We Appreciate Your Cooperation**

Thank you for your attention to this important matter, and for your timely attention to the completion and return of the attached documents. Please do not hesitate to contact Elizabeth Taylor, Executive Director (etaylor@secostaff.com or 770-451-8206), if you have any questions.

### **Finally**

Please note that only upon the return and receipt of your completed forms to the SECO International office will your committee appointment be considered accepted and confirmed.