



## ISC2 Volunteer Conflict of Interest Policy

This policy covers all individuals in significant decision-making capacities, including volunteers, committee members, task forces, working groups and others. The purpose is to assure that potential conflicts are adequately disclosed and that individuals are aware of when they should raise the question about the appropriateness of their participation in a particular activity or decision. It is envisioned that a volunteer beginning tenure in a position will complete the form and would therefore be asked to review it and update if necessary.

This policy is intended to assist individuals who are serving ISC2 in any of a wide variety of capacities. Recognition and proper disclosure of situations that might generate a conflict of interest during one's work, or perhaps simply create the appearance of such conflict, is a critical step in the avoidance of potential questions of propriety.

No individual should use an ISC2 position or the knowledge property gained in such a position in a way that gives rise to questions about a conflict between the interests of ISC2 and the individual's personal interests. Each individual serving ISC2 has an ethical duty, and in many cases a strict legal duty, to place the interest of ISC2 foremost in any activity in which ISC2 is involved or which is, even remotely, related to ISC2. An individual who has a significant personal interest in an activity or transaction or holds any position compensated or uncompensated with an organization competing with or related to the activity or transaction must make full disclosure of such interest before any discussion or negotiation related to it begins so the outlined process can be followed.

To implement this policy, ISC2 requests that all individuals who determine ISC2 policy and makes substantive decision related to the operation of ISC2 programs read the policy and process and submit a disclosure form. These forms will be reviewed by the Chief Executive Officer, General Counsel, Executive Vice President of Advocacy, Global Markets and Member Engagement or Director of Member Engagement.

### ISC2 Conflict of Interest Process

1. The following members will be asked to read the appropriate conflict of interest policy and sign the form, declaring any conflicts of interest, at the beginning of their term of service.
  - Advisory Council members
  - Program/Review Committee members
  - Content Development Committee members
  - Ad-hoc committees/task force members
  - Exam Development Volunteers/Item Writers
  - Scholarship Review Committee Members
  - Center Board of Trustees members
  - Center for Cyber Safety and Education committee members
2. The Chief Executive Officer, General Counsel, Executive Vice President of Advocacy, Global Markets and Member Engagement or Director of Member Engagement will review the signed forms to ensure that there are no critical conflicts. If a significant conflict is identified, the Chief Executive Officer will discuss with the ISC2 Chairman of the Board and the person with the conflict.
3. At any volunteer meetings, the following process should be followed.

- At the beginning of the meeting, the chair reminds people to declare any conflicts that come up. S/he explains that conflicts are neutral and will be handled situationally. The important thing is to disclose the conflict of interest.
- If someone declares a conflict, the chair asks what the perceived conflict is. Then the group decides how to handle it. Some options include: ask the person with the conflict to remove himself/herself from the room; invite the person to participate in the discussion but not vote; allow the person to participate and vote. Again, the important thing is that everyone is aware that a conflict exists and makes an informed decision about how to proceed.
- If a conflict is considered severe, it should probably be included in the minutes if a decision was made so others would know it was disclosed and handled.

### **Conflict of Interest Policy Statement and Disclosure**

I understand that ISC2 is a tax-exempt organization and that in order to maintain the federal tax exemption, ISC2 must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Except as described below to the best of my knowledge and belief; neither I nor the person or organization with whom I have or have had a close personal or business or professional service relationship:

1. Is engaged in any transaction or activity or has any other relationship that may represent a potential competing or conflicting interest, as defined in this policy, or
2. Intends to engage in any transaction, to acquire any interest in any organization or entity, or to become the recipient of any substantial gifts or favors that might be covered by the statement of policy regarding conflicts of interest.

Exceptions:

I have read and understand the ISC2 conflict of interest policy and process and agree to comply with it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date