



ADM-101: Conflict of Interest – April 15, 2021

Purpose & Scope

This policy defines how INCOSE Officers, Directors, Associate and Assistant Directors, other leaders, members and contributors shall manage any conflicts of interest that could arise during the execution of INCOSE business.

This policy applies to the INCOSE Board of Directors, the Governing Bodies of INCOSE Chapters globally, all institutional members of INCOSE, all individual members and associate members of INCOSE, all Contractors to INCOSE and the INCOSE central and local administrative offices.

Authority & Responsibility

The Board of Directors of INCOSE shall take the necessary action to comply with the requirements defined in this policy. They shall also ensure that Chapters of INCOSE, institutional members, full individual members, associate members, contractors and administrative offices, globally, comply with this policy.

Definition:

Recuse: (ri'kju:z): To say that a judge or a member of a jury should not be involved in a trial because they have a special interest in its final result (Cambridge Dictionary): When a vote is being held and a voter has a conflict of interest, they should recuse themselves from the vote.

Requirements – Conflict of Interest:

All individuals within the scope of this policy shall perform their responsibilities in the best interest of INCOSE without regard to personal, organizational, or corporate gain. A conflict of interest exists when a question is before the INCOSE entity, or a product or service is under development, in which the individual has a direct personal, organizational, or financial interest not common to the other members of INCOSE. When a conflict of interest exists, or the appearance of a conflict of interest exists, the responsible person will acknowledge this conflict of interest prior to deliberations and will recuse (i.e., disqualify oneself) themselves from any related decisions and/or voting, or remove the potential conflict of interest to allow their participation. These conflicts of interest shall be recorded in the minutes of the meeting.

All products forwarded to the next level of approval as part of the Technical Product Plan or Service Operations Plan (see TEC-107) shall have a recorded approval vote by the members of the forwarding entity that includes recusals due to conflict of interest. Members of the forwarding entity having a conflict of interest shall be counted in determining the presence of a quorum at a meeting of the entity that approves a product or service.



Related Policies

TEC-107

Related Procedures, Templates and Forms

None

SUPERSEDES: ADM-101 dated July 12, 2018

APPROVED BY: INCOSE Board of Directors, Virtual Q2, 15 April 2021

POLICY OWNER (RACI Responsible R): Chief of Staff / Operations Manager

MAINTAINED BY (RACI Accountable A): Secretary