

Conflict of Interest Policy CCIM Institute

Statement of Policy

“All volunteer leaders (members of the Board of Directors, committee chairs/members, chapter leaders, CCIM instructors, task force members and elected leaders), staff members and others playing a role in the decision-making process of the CCIM Institute, shall act reasonably and in the best interest of the Institute at all times. This includes furthering CCIM interests, as defined in the Institute mission statement, rather than personal ones. This involves honesty and good faith. This also includes avoiding situations that have the appearance of conflict of interest including using influence through debate, vote or action where an individual(s) personally stand(s) to benefit from that action. No volunteer shall vote or be a decision-maker with respect to any transaction between the Institute and the volunteer where the volunteer, or a family member or relative, have a direct or indirect interest in that transaction”.

Definition

“A conflict of interest may exist when a volunteer(s), employee(s) or independent contractor of the CCIM Institute participates in deliberation and resolution of an issue important to the Institute while the individual(s), at the same time, has other professional, business or volunteer responsibilities outside (or inside) CCIM that could predispose or bias the individual(s) regarding the issue. This includes, but is not limited to, transactions/compensation between the Institute and volunteers or their immediate family, either directly or indirectly”.

Procedures to Avoid Conflicts of Interest or Risk for the Institute

The following are necessary to avoid conflicts of interest among CCIM volunteers and employees:

1. Those responsible for nominating or appointing volunteers to CCIM committees, task forces and other governing bodies, as well as those responsible for interviewing and hiring employees, independent contractors and vendors, should be alert for possible conflicts and should thoroughly evaluate all situations before finalizing appointments, nominations or hiring decisions. One example includes committee composition (avoiding having those who stand to benefit on a specific issue by a vote and/or debate as voting members of a committee; they could be appointed as ex-officio members (non-voting) of that committee).
2. When conflicts or potential conflicts take place, they should be thoroughly evaluated and resolved immediately. Conflicts include a transaction where a member or volunteer stand to benefit. Those who stand to benefit from a particular vote or debate, should remove themselves and not be involved in that vote or discussion. The Grievance Sub-Committee of the CCIM Professional Standards Committee will be responsible for reviewing and addressing (by disinterested parties) existing, potential and future conflicts. The Grievance Sub-Committee’s aim is to provide fair and consistent treatment in the handling of conflict situations. They will pass on their recommendations on conflict situations to the Professional Standards Committee for consideration. The Professional Standards Committee would ultimately make recommendations to the CCIM Board of Directors after review by the Executive Committee. If the conflict is not disclosed and/or discovered, the Professional Standards Committee will recommend the course of action to deal with that particular situation. This could include, but not be limited to, removal of duties for CCIM leadership position; voiding any transaction that has taken place (i.e. conflict with family); loss, suspension or probation of designation; etc. The Professional Standards Committee will determine whether the assistance of Institute or National Association of Realtors ® (NAR) legal counsel is necessary.

3. When CCIM volunteers or employees are also engaged in a capacity as vendors, independent contractors or employees of vendors to the Institute or its members, careful review is needed to guarantee that these individuals provide full disclosure and avoid participation in related issues to the Institute. This could include: personal relationships where an individual or relative stands to benefit by the results of a specific action; where a specific vote on an issue benefits an individual or group of people (Robert's Rules of Order states that "No member shall vote on a question where they have direct personal or pecuniary interest..."); and using a forum (conference, course, committee, etc.) of the Institute or a position of authority to sell, promote or endorse a product or service. No volunteer shall vote or be a decision-maker with respect to any transaction between the Institute and the volunteer where the volunteer, or a family member or relative, have a direct or indirect interest in that transaction.
4. All volunteer members of CCIM committees and other governing bodies, as well as Institute employees, are obligated to disclose to the Institute any situations or areas of actual or potential conflicts of interest at such time as they arise. A disclosure form will be required when service begins as a volunteer or employee. This form should be updated regularly but at least once a year. For actual conflicts, the individual must voluntarily withdraw or be withdrawn involuntarily if necessary from the CCIM position. Disclosure forms must be completed by existing and future leaders no later than June of each year (i.e. including, but not limited to, board of director members, committee members, regional officers, elected leadership, etc.).
5. All volunteer members of CCIM committees and other governing bodies, as well as Institute employees, must disclose their interests at the outset of any discussion by the decision making body pertaining to the business being discussed or any of its products or services. Such individuals may participate in the discussion relating to that business and respond to questions asked of them by other members of the body and to provide information. Furthermore, no individual with a conflict of interest may vote on any matter in which the individual has a conflict of interest, including votes to block or alter the actions of the body in order to benefit the business in which they have an interest. This policy would cover all Institute committees, task forces, workgroups, subsidiaries, etc. at all Institute meetings.
6. All volunteer members of CCIM committees and other governing bodies, as well as CCIM employees, must carefully guard the confidentiality of any information that comes into one's possession and is designated by the Institute as confidential. Confidential information should not be shared with any unauthorized person.
7. Volunteer members shall be entitled to serve on multiple CCIM committees and governing bodies, including its parent organization (NAR), subsidiaries, wholly owned by the Institute, and that such service on multiple bodies shall not, in and of itself, constitute a conflict of interest. Any determination of a conflict of interest shall be determined in accordance with the definition in the conflict of interest policy.

Standards of Conduct for Volunteers & Employees of the CCIM Institute

Purpose

All volunteers and employees of the Institute are expected to maintain the highest ethical and moral standards of their profession and the Institute and to perform within the rules and regulations of the Institute. All volunteers and employees are expected to maintain a standard of behavior which promotes the well-being of the Institute and is consistent with the CCIM mission statement.

Standards

Volunteers and employees of the Institute shall adhere to the following standards of conduct:

1. CCIM volunteers and employees shall not use Institute equipment, supplies or property for personal use. This includes fax machines, copier, computers and mail service.
2. CCIM independent contractors and employees shall not conduct personal business during paid work time.
3. Various positions in the Institute have access to sensitive and confidential information. CCIM volunteers and employees having access to this material are expected to maintain its confidentiality.
4. CCIM volunteers and employees shall avoid all conflicts of interest or appearances of conflict of interest. A conflict of interest exists when a volunteer or employee and a related party (company, partnership, affiliates, family members, etc.) is in a position to profit directly because of your position in the Institute. It's critical that you disclose a situation that may present a possible conflict of interest so the Institute can review it. This includes, but is not limited to, transactions between the Institute and volunteers or their immediate family, either directly or indirectly.
5. CCIM volunteers and employees are expected to conduct themselves in a manner that is moral, ethical, legal and truthful in an environment of trust and respect.
6. The use, possession, distribution or sale of illegal drugs by CCIM volunteers or employees, while on Institute property, at a CCIM event or on Institute business, is strictly prohibited.
7. The CCIM policy on alcohol is that it may be consumed during Institute activities under specific circumstances. Whether at a CCIM-sponsored activity or while on Institute business, CCIM volunteers and employees are expected to conduct themselves in such a manner so that you do not represent a danger to yourself, other employees, the general public or the Institute.
8. Sexual, racial, religious and ethnic harassment are illegal and will not be tolerated. The Institute will deal with these issues on the strictest of terms.
9. CCIM volunteers or employees shall not accept or solicit anything of economic value in excess of \$200 from any individual or entity engaged in business dealings with the Institute or seeking to do business with the Institute without approval from appropriate Institute authorities (either the CCIM management team or Executive Vice-President).
10. CCIM volunteers, independent contractors or employees shall not use their position or authority to secure anything of value (exceeding \$200) from any individual or entity that might substantially and improperly influence that individual with respect to performance of their duties.

11. CCIM volunteers and employees shall not use their position or influence to sell or endorse a service or product that is either their own or others. This includes using an Institute “platform” (conference, courses, meetings, etc.) to promote or sell a product or service.
12. CCIM volunteers and employees must disclose violations of the above standards, for themselves and others, to their supervisor, appropriate staff person or the Institute President.
13. CCIM Volunteers and employees compensated by the Institute or its subsidiaries, with conflicts, can address questions and provide information during any official meeting but may not vote on the decision making process of an issue with which they have a conflict. They may also be requested to remove themselves from that meeting.
14. Anyone refusing or failing to sign a conflict of interest disclosure form will not be permitted to serve on any decision making body of the Institute.

Disclosure Regarding Conflicts of Interest

As a volunteer/staff member of the CCIM Institute, I acknowledge that I must and hereby agree that I shall act in the best interest of the Institute at times in which I am acting on behalf of CCIM. This includes avoiding conflicts and potential conflicts of interest where my loyalty to the Institute might be split between my role as a CCIM volunteer or staff member and another professional, business or volunteer position or responsibility. To avoid such conflicts, I agree to promptly disclose situations where it may appear I have conflicting responsibilities to other entities or have a conflict of interest as defined in the CCIM Conflict of Interest policy. I encourage the Institute to thoroughly review any aspects of potential conflicts that it deems appropriate. I will take all necessary steps (not serving on committees; withdrawing from my position in the Institute; etc.) if it's determined those steps are necessary to eliminate the conflict and/or protect against legal liability to the Institute or me arising from the conflict of interest. This form should be updated by the CCIM volunteer, independent contractor or employee on an annual basis.

1. Professional, business or volunteer positions or responsibilities that may give rise to conflicts:

2. Situations in which I am serving as a vendor or independent contractor or am employed by or consulting with a vendor to the Institute or its members:

3. Include instances of personal relationships with a spouse, relative, friend, etc. that could create a conflict of interest:

4. Other than as disclosed above, I know of no professional, business or volunteer position or responsibility, including vendor situations that may give rise to conflicts (check here): ____.

Signature

Date

Name (Please Print)

CCIM Position