

**IBLCE STATEMENT OF POLICY CONCERNING  
CONFLICTS OF INTEREST  
(Adopted March 7th 2004)**

(APPLICABLE TO MEMBERS OF THE IBLCE BOARD OF DIRECTORS,  
MEMBERS OF IBLCE COMMITTEES, AND IBLCE STAFF)

**GENERAL POLICY**

Members of the IBLCE Board of Directors, Members of IBLCE Committees, and IBLCE Staff Persons must conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities to the IBLCE. They are required to exercise their powers in the interest of the IBLCE, not in their own interest, the interests of the constituency selecting them, or the interest of any other entity or person.

However, it is acknowledged that IBLCE Directors, Committee Members and Staff Persons may have interests in conflict with those of the IBLCE. These are not inherently illegal nor are they to be regarded as a reflection upon the integrity of either the IBLCE or the person with the possible conflict. It is the manner in which such conflicts are handled which determines the propriety of the transaction.

The following principles guide the IBLCE: (1) awareness; (2) annual written disclosure; (3) disclosure of conflicts arising in individual and episodic situations; and (4) disinterested review (including not counting conflicted persons in determining the quorum for the meeting, and conflicted persons not voting or using personal influence with regard to the matter).

The IBLCE Bylaws were amended in April 1, 1995, to provide as follows:

**ARTICLE VIII  
Possible Conflicts of Interest**

The existence, nature and extent of any possible conflict of interest on the part of a Member of the IBLCE Board of Directors, a Member of an IBLCE Committee, or an IBLCE Staff Person shall be disclosed in writing, and made a matter of record through an annual procedure. Any new Director, Committee Member or Staff Person shall be advised of this policy upon taking office or assuming his position.

Directors and Committee Members having a possible conflict of interest regarding a matter of concern to the IBLCE shall promptly disclose the nature and extent of said conflict, shall not be counted in determining the quorum for the meeting, and shall not vote or use his or her personal influence on the matter. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting and the quorum.

IBLCE Staff Members having a possible conflict of interest in an area of responsibility or with duties they are required to perform shall promptly disclose

the nature and extent of said conflict. Relevant procedures shall be followed which protect the interests of the IBLCE and prevent personal influence by the Staff Member on the matter.

This policy shall also apply to the immediate family and any person acting on behalf of an IBLCE Director, Committee Member or Staff Member.

## **SPECIFIC APPLICATION OF GENERAL POLICY**

### 1. Financial Interests.

"Financial Interests" **as used herein** shall mean any position as owner, officer, board member, director, trustee, partner, joint venturer, member of a limited liability company, stockholder, employee, contractor, agent or other beneficiary. A possible conflict of interest arises when an IBLCE Director, Committee Member **or** Staff Person holds a financial interest in or may be affected financially (either positively or adversely), directly or indirectly, as the result of IBLCE procedures, policies, resolutions, purchases (of services, materials or supplies), other IBLCE action, or deliberate inaction by the IBLCE.

### 2. Professional Interests (if different from #1, above).

"Professional Interests" **as used herein** shall mean any affiliation with or relationship to any person, institution, organization or other entity which **is** involved with **infant feeding products or infant feeding issues** in any way. A possible conflict of interest arises when an IBLCE Director, Committee Member or Staff Person **is** professionally involved or may be involved professionally (either positively or adversely), directly or indirectly, as the result of IBLCE procedures, policies, resolutions, purchases (of services, materials or supplies), other IBLCE action, or deliberate inaction by the IBLCE.

### 3. Use of IBLCE Services, Property or Facilities.

When an IBLCE Director, Committee Member or Staff Person seeks staff assistance, or the use of IBLCE property or facilities, he or she should not expect such assistance will be rendered to an extent greater than that available to a member of the general public in similar circumstances or with similar needs. To the extent that extraordinary assistance is provided, there should be a clear understanding of how this assistance will benefit the IBLCE.

### 4. Privileged Information.

A Director, Committee Member or Staff Person must never use any information received while serving with the IBLCE, if the personal use of such information would be detrimental in any way to the IBLCE. Any actions that might impair the reputation of the IBLCE must be also be avoided.

### 5. Examination Content.

An IBLCE Director, Committee Member or Staff Person may not disclose information about the content of the IBLCE examination unless that information is already

known by the public or is of public record. All examination information disclosed at Board Meetings, Committee Meetings or Staff Meetings, or disseminated between such meetings, should be kept strictly confidential.

No IBLCE Director, Committee Member or Staff Person shall accept a benefit of any kind, which is related in any way, directly or indirectly, to such person's knowledge regarding the content of the IBLCE examination for the years they have had contact with the exam and for three years following their last contact with the exam.<sup>1</sup>

#### 6. Confidential Information.

A Director, Committee Member or Staff Person should not, in the regular course of business, disclose information about the corporation's legitimate activities unless they are already known by the public or are of public record. All information disclosed at Board Meetings, Committee Meetings or Staff Meetings, or disseminated between such meetings, should be kept strictly confidential. Disclosure to the public of corporate activities should be made only through the IBLCE's officially designated spokespersons, the Chair and Executive Director.

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<sup>1</sup> 'Involvement in exam preparation courses' in any IBLCE policy refers to the development, direction or teaching of breastfeeding courses that are primarily designed and/or promoted as IBLCE exam preparation courses. A person's position with IBLCE cannot be used as an advertising tool for any breastfeeding course, although it may be placed on a CV.

It is acceptable to give occasional education sessions as a guest speaker in these courses, produce course guidelines using the exam blueprint and other information in the public domain; and develop, direct or teach breastfeeding courses that are not designed or promoted to prepare candidates for the IBLCE exam. Advertising for these courses should specifically state that they are not exam preparation courses.

**CONFLICT OF INTEREST DISCLOSURE**  
**INTERNATIONAL BOARD OF LACTATION CONSULTANT EXAMINERS**

**NOTE:** READ THE IBLCE POLICY STATEMENT CONCERNING CONFLICTS OF INTEREST BEFORE COMPLETING THIS QUESTIONNAIRE.

STAFF MEMBERS MAIL TO: IBLCE Executive Director  
DIRECTORS MAIL TO: IBLCE Board Chair  
COMMITTEE MEMBERS MAIL TO: IBLCE Board Chair

THIS DISCLOSURE RELATES TO THE TIME PERIOD EXTENDING FROM \_\_\_\_\_,  
20\_\_ THROUGH \_\_\_\_\_, 20\_\_.

MY RELATIONSHIP TO IBLCE (check all which apply):

\_\_\_\_ STAFF MEMBER                      \_\_\_\_ COMMITTEE MEMBER  
\_\_\_\_ DIRECTOR                              \_\_\_\_ OTHER

AFFIRMATION: I HAVE READ THE IBLCE STATEMENT OF POLICY CONCERNING POSSIBLE CONFLICTS OF INTEREST ADOPTED \_\_\_\_\_, 2004 AND I UNDERSTAND ITS PROVISIONS. I HEREBY (place a check mark in the blank to the left of the appropriate statement):

\_\_\_\_ AFFIRM THAT DURING THE PERIOD EXTENDING FROM \_\_\_\_\_, 20\_\_, THROUGH \_\_\_\_\_, 20\_\_, I HAVE NOT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, BEEN IN A POSITION OF POSSIBLE CONFLICT OF INTEREST, EXCEPT AS INDICATED BELOW:

\_\_\_\_ DISCLOSE THAT I AM CURRENTLY SUBJECT TO THE FOLLOWING POTENTIAL CONFLICT OF INTERESTS

\_\_\_\_ DISCLOSE THAT I MAY BECOME SUBJECT TO THE FOLLOWING POTENTIAL CONFLICT OF INTEREST IN THE FUTURE, COMMENCING ON OR ABOUT \_\_\_\_\_, 20\_\_.

1. FINANCIAL INTERESTS: No Conflicts (\_\_\_\_)

Describe Conflict(s), if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. PROFESSIONAL INTERESTS: No Conflicts (\_\_\_\_)

Describe Conflicts(s), if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. USE OF IBLCE SERVICES, PROPERTY & FACILITIES No Conflicts (\_\_\_\_)

Describe Conflict(s), if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. EXAMINATION CONTENT: No Conflicts (\_\_\_\_)

Describe Conflict(s), if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. PRIVILEGED INFORMATION: No Exceptions (\_\_\_\_)

Describe Conflict(s), if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. CONFIDENTIAL INFORMATION: No Exceptions (\_\_\_\_)

Describe Conflict(s), if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_