



UPPCC Conflict of Interest & Confidentiality Statement

A conflict of interest is defined as an actual or perceived interest by a Governing Board member or a member of the Board of Examiners (BOE) in an action that results in, or has the appearance of resulting in, personal or private gain. It is in the interest of the UPPCC to strengthen trust and confidence in the UPPCC certification programs and those leaders who govern them or those that make decisions relating to certification, to expedite resolution of problems, to mitigate the effect and to minimize organizational and individual stress that can be caused by a conflict of interest. The intent of this policy is to ensure the disclosure of real or perceived conflicts of interest.

No member of the Governing Board or the BOE shall derive any personal or private profit or gain, directly or indirectly, by reason of his or her participation with the UPPCC. Each Board and BOE member shall disclose to the Chair of the UPPCC Governing Board any personal interest that he or she may have in any matter pending before the UPPCC and shall refrain from participation in any decision on such matter. Further, each Governing Board and BOE member understands that materials furnished for discussion during Governing Board and/or BOE meetings are confidential.

Disclosure

All members are to sign a Conflict of Interest & Confidentiality Statement on an annual basis and make full disclosure to the Chairperson of the UPPCC Governing Board any interests, relationships, agreements, investments, holdings, etc. that could potentially result in a conflict between their individual, professional, or business interests and the interests of the UPPCC and its certification programs.

Confidentiality of UPPCC Action

UPPCC meetings are private meetings. Governing Board members attend Governing Board meetings and BOE members attend BOE meetings. BOE members do not attend Governing Board meetings unless specifically invited by the Governing Board to attend and visa versa. Governing Board and BOE members who attend their respective meetings (including test development meetings and conference calls) shall keep in confidence meeting materials (i.e. test items, Board books, meeting minutes, etc.) and proceedings, including any discussion and action taken in those meetings, unless otherwise directed by the Governing Board as a whole. Governing Board and BOE members are prohibited from participating in or teaching test preparation courses, review courses during their term of service with the Governing Board or BOE and for a period of two-years following the expiration or termination of their service. Members of the BOE are further restricted and are also prohibited from teaching/instructing any procurement-related courses or CPPO and/or CPPB preparatory courses. This includes instructing/teaching at the higher education level as well as instructing/teaching as an individual, for a corporation, association and/or professional society. This additional restriction does not apply to members of the Governing Board. Members also recognize that their confidentiality obligation survives expiration of the two-year post-service prohibition.

I, _____, as a member of the [Universal Public Procurement
(print name)
Certification Council (UPPCC) Governing Board / Board of Examiners (BOE)] *(circle or underline the appropriate entity)* agree to refrain from and/or avoid activities that are actual or perceived conflicts of interest with my position and volunteer role with the Universal Public Procurement Certification Council (UPPCC). Furthermore, I understand that I am obligated to disclose to the Chairperson of the UPPCC Governing Board any such conflicts that may arise as outlined in this agreement.

I, _____, as a member of the [Universal Public Procurement
(print name)
Certification Council (UPPCC) Governing Board / Board of Examiners (BOE)] *(circle or underline the appropriate entity)* agree to respect the confidentiality of UPPCC activities and meetings as outlined and described in this agreement.

(Signature)

(Date)