

## CONFLICT OF INTEREST POLICY

for

MEMBERS OF THE BOARD OF DIRECTORS

of the

AMERICAN INSTITUTE OF BIOLOGICAL SCIENCES, Inc.

The officers and other members of the Board of Directors ("the Board") of the American Institute of Biological Sciences (AIBS) expect their actions to fulfill the purposes of the Institute as set forth in its Mission, Constitution, and Bylaws (copies attached). Board members shall recuse themselves from positions, discussions, or votes where they have, appear to have, or believe that they have a conflict of interest that would prevent them from acting in the best interests of AIBS and the safeguarding of its programmatic and corporate soundness. Furthermore, should a Board member have a personal financial interest, or a financial interest in any agency, company, or entity that receives or stands to receive financial or other material benefits from performing services for AIBS, that Board member shall disclose that interest to his or her fellow Board members.

### PROCEDURES:

The President, Chief Executive Officer, and the Executive Director of AIBS will jointly administer this Conflict of Interest Policy; each may, at his or her discretion, refer issues or matters to the full Board or an appropriate committee thereof.

1. A Board member who becomes aware of a potential or perceived conflict of interest involving himself or herself should report the situation promptly by filing a written Disclosure Statement with the President, Chief Executive Officer, and Executive Director.
2. A Board member who becomes aware of a potential or perceived conflict of interest involving another Board member or employee should report the situation promptly by filing a written Disclosure Statement with the President, Chief Executive Officer, and Executive Director.
3. This Conflict of Interest Policy is to be communicated to and subscribed to by all members of the Board each calendar year. New Board members are to be provided a copy of this Policy prior to the date their service to AIBS begins.
4. A signed copy of this Conflict of Interest Policy from each Board member shall be returned for review to the President, Chief Executive Officer, and Executive Director. Any disclosure of conflict of interest or potential conflict requires that the President, Chief Executive Officer, and Executive Director review the situation together and document a suggested resolution that is in the best interests of AIBS.
5. Resolutions may be appealed to the full Board. All appeals must be made in writing. Board rulings will be decided by a simple majority vote.

6. A copy of all documents relating to disclosures, resolutions, and appeals will be retained by the AIBS General Counsel.

7. All Disclosure Statements are to be retained for four years. All disclosures and related actions involving grants and contracts must be maintained at least three years beyond the termination of the related grant or contracts or resolution of any action with the funding organization, whichever is longer.

8. It is a violation of AIBS policy to retaliate against an individual who files a statement raising a potential or perceived conflict of interest. It also is a violation for a Board member knowingly to file a false statement. If such actions should occur, they should be brought immediately to the attention of the President, Chief Executive Officer, and Executive Director.

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*I have read and am aware of the conflict of interest policy for the Board of Directors of AIBS, and hereby agree to abide by this policy in all matters dealing with my responsibilities toward the Institute.*

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Signature

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Date

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Name (Please Print)