

Title:	Proprietary Interest Policy		Policy #:	002
Effective Date:	August 2023	Date Adopted/Revised:	August 2023/August 2023	
Policy Approver:	Chief Executive Officer	Policy Owner:	SEED Department Director	
Program & Dept.:	Professional Development Team, Supporting Early Education and Development (SEED)			

Purpose:

The purpose of this policy is to establish uniform guidance in the disclosure of instructor’s proprietary interests in products, instruments, devices, materials or services to The Children’s Cabinet or learners participating in professional development learning events.

Policy:

It is the policy of The Children’s Cabinet that no one involved in the design, development, and preparation of our learning events has any proprietary interest in the products, instruments, devices, materials or services in the course unless otherwise stated.

The Children’s Cabinet expects our employees and/or external contractors to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests and reputation of The Children’s Cabinet. Business dealings that appear to create a conflict between the interests of The Children’s Cabinet and an employee are unacceptable. The Children’s Cabinet recognizes the right of employees to engage in activities outside of their employment, which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts or proprietary interests so that The Children’s Cabinet may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of The Children’s Cabinet's business dealings.

Procedure:

- 1) Upon hire, all employees and/or external contractors must promptly disclose actual or potential conflicts of interest, in writing, to his or her supervisor. Approval will not be given unless the relationship will not interfere with the employee's duties or will not damage The Children’s Cabinet’s relationship.
- 2) If an actual or potential proprietary interest in products, instruments, devices, materials or services develops while doing business on behalf of The Children’s Cabinet, the employee or external contractor must divulge this conflict, in writing, to his or her supervisor within two business days of the conflict occurring.
- 3) Failure to comply with disclosing potential conflict of interest and/or proprietary interest may result in disciplinary action up to and including termination.
- 4) Prior to the start of the learning event, it will be disclosed to participants/learners if the course author or instructor holds any proprietary interest in the products, instruments, devices, materials or services discussed.
- 5) Failure to comply with proprietary interest disclosures prior to the start of a learning event may result in disciplinary action up to and including termination.



