

Personal and Financial Conflicts of Interest Policy

Updated November 2019

Child Trends, Incorporated (Child Trends) is committed to identifying and avoiding situations and activities that constitute a Conflict of Interest (COI) for employees and board members in the execution of their duties; and to identify, avoid or manage, actual or perceived Organizational Conflicts of Interest (OCI) related to research activities in accordance with federal and other sponsor requirements. Furthermore, activities, situations, and relationships that might create the perception of, or potential for, a conflict must be identified and managed appropriately. Child Trends believes that clear guidelines and principles for reporting and managing actual, potential, and perceived conflicts will assist the Board of Directors, and Staff, in maintaining the highest level of integrity in their endeavors. The policy described below focuses on individual conflicts of interest. To manage OCI, each proposal team will be asked to make determinations of OCI on that specific opportunity.

All Board Members or Staff of Child Trends are committed to identifying and avoiding situations and activities that constitute a COI or OCI in the execution of their duties for Child Trends. Furthermore, activities, situations, and relationships that might create the perception of or potential for a COI or OCI must be identified and managed appropriately.

1. § 50.603 DEFINITIONS:

Disclosure of significant financial interests means an Investigator's disclosure of significant financial interests to an Institution.

Family means any member of the Investigator's immediate family, specifically, any dependent children and spouse.

Financial Conflict of Interest (FCOI) means a significant financial interest that could directly and significantly affect the design, conduct, or reporting of sponsored/funded research.

FCOI report means an Institution's report of a financial conflict of interest to an "Awarding" Authority or Component.

Financial interest means anything of monetary value received or held by an Investigator or an Investigator's Family, whether or not the value is readily ascertainable, including, but not limited to: salary or other payments for services (e.g., consulting fees, honoraria, or paid authorships for other than scholarly works); any equity interests (e.g., stocks, stock options, or other ownership interests); and intellectual property rights and interests (e.g., patents, trademarks, service marks, and copyrights), upon receipt of royalties or other income related to such intellectual property rights and interests.

Financial Interest does NOT include:

- a) Salary, royalties, or other remuneration from Child Trends; or
- b) Equity interests (stocks) or income from investment vehicles, such as mutual funds and

retirement accounts, *so long as the Investigator does not directly control the investment decisions* made in these vehicles. Owning shares of a company's stock that you purchased directly and can sell at any time is a financial interest in that company; owning shares of company through an index or mutual fund that is managed by, e.g., Vanguard or TIAA-CREF, is not.

Financial Interest does include:

- a) Any reimbursed or sponsored travel undertaken by the Investigator and related to his/her institutional responsibilities, such as travel that is paid on behalf of the Investigator as well as travel that is reimbursed, even if the exact monetary value is not readily available.
- b) Payments or perks for any professional role, such as for research papers, presentations, attendance at meetings, blogs, or other reimbursement for scholarly work. Although payments from U.S. Federal, state or local governmental agencies, U.S. institutions of higher education, research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers usually do not pose conflicts, because of increasing for-profit involvement across these sectors, Investigators should disclose even these as financial interests.

Institution means any domestic or foreign, public or private, entity or organization (excluding a Federal agency) that is applying for, or that receives, research funding.

Institutional responsibilities means an Investigator's professional responsibilities on behalf of the Institution, and as defined by the Institution in its policy on financial conflicts of interest, which may include for example: activities such as research, research consultation, teaching, professional practice, institutional committee memberships, and service on panels such as Institutional Review committees.

Investigator means the project director or principal Investigator and any other person(s), regardless of title or position, who is responsible for the design, conduct, or reporting of research funded by an agency, or for proposals for such funding, which may include, for example, collaborators or consultants.

Manage means taking action to address a financial conflict of interest, which can include reducing or eliminating the financial conflict of interest, to ensure, to the extent possible, that the design, conduct, and reporting of research will be free from bias.

PD/PI means a project director or principal Investigator of a funded research project.

Research means a systematic investigation, study or experiment designed to develop or contribute to general knowledge. As used in this subpart, the term includes any such activity for which research funding is available from an Awarding Component through a grant or cooperative agreement, whether authorized under statutory authority, such as research awards, center grants, research grants, career development awards, individual fellowship awards, infrastructure awards, institutional training grants, or program projects.

Senior/key personnel means the Project Director (PD)/Principal Investigator (PI) and any other person identified as senior/key personnel by Child Trends in the contract/grant application, progress report, or any other report submitted to the agency by Child Trends under this subpart.

Significant Financial Interest means:

(1) A financial interest consisting of one or more of the following interests of the Investigator (and those of the Investigator's spouse and dependent children) that reasonably appears to be related

to the Investigator's institutional responsibilities, including but not limited to:

(i) A significant financial interest exists if the value of any remuneration received from the entity in the twelve months preceding any portion of the work or release of findings, exceeds or has the potential to exceed \$5,000, or when the Investigator (or the Investigator's spouse or dependent children) holds any equity interest (e.g., stock, stock option, or other ownership interest); or

(ii) Intellectual property rights and interests (e.g., patents, copyrights), upon receipt of income related to such rights and interests.

(2) Any reimbursed or sponsored travel (i.e., that which is paid on behalf of the Investigator and not reimbursed to the Investigator so that the exact monetary value may not be readily available), related to their institutional responsibilities; provided, however, that this disclosure requirement does not apply to travel that is reimbursed or sponsored by a Federal, state, or local government agency, research institute that is affiliated with an Institution of higher education, an Institution of higher education as defined at 20 U.S.C. 1001(a), a medical center, or an academic teaching hospital. Staff must report any reimbursed or sponsored travel that meets the definition above however only travel exceeding a cumulative \$5,000 is considered a significant financial interest. Staff should include in disclosure the cumulative amount for the sponsoring organization.

(3) The term significant financial interest does not include the following types of financial interests: salary, royalties, or other remuneration paid by the Institution to the Investigator if the Investigator is currently employed or appointed by the Institution, including intellectual property rights assigned to the Institution and agreements to share in royalties related to such rights; any ownership interest in the Institution held by the Investigator, if the Institution is a commercial or for-profit organization; income from investment vehicles, such as mutual funds and retirement accounts, as long as the Investigator does not directly control the investment decisions made in these vehicles; income from seminars, lectures, or teaching engagements sponsored by a Federal, state, or local government agency, an Institution of higher education, medical center, an academic teaching hospital, a or a research institute affiliated with an Institution of higher education; or income from service on advisory committees or review panels for a Federal, state, or local government agency, an Institution of higher education, medical center, an academic teaching hospital, or a research institute that is affiliated with an Institution of higher education.

2. CONFLICT OF INTEREST:

An actual Conflict of Interest arises in a situation where financial or other personal considerations compromise an individual's objectivity, professional judgment, professional integrity, and/or ability to perform his or her responsibilities to Child Trends. In addition to situations that clearly give rise to an actual Conflict of Interest, Board Members and Staff of Child Trends are cautioned to also consider "gray" areas that might create the perception of or the potential for a Conflict of Interest. Perceived or potential Conflicts of Interest can be said to exist in situations where a Board or Staff member of Child Trends, a family member of a Board or Staff member, or a close personal relation has financial interests, personal relationships, or professional associations with an individual, individuals, or outside organization, such that his or her activities within Child Trends could appear to be biased by that interest or relationship.

3. DISCLOSURES:

The key to recognizing and dealing with Conflicts of Interest is disclosure. Full, accurate

disclosure and consultation regarding actual, potential, or perceived Conflicts of Interest is in the best interest of both Board of Directors and Staff of Child Trends and the organization as a whole. All Board of Directors and Staff at Child Trends are required to disclose their outside financial interests, as defined above, to Child Trends upon either election to the Board or upon initial employment at Child Trends. For the Board, the President is responsible for COI form distribution, collection, processing and review. For staff, the Chief Operating Officer (COO) (or designee) is responsible for the distribution, collection, processing and review of all disclosure records. The Head of the Human Resources Department is charged with maintaining this confidential information in a centralized file system with access to these files given to the President, COO (or designee), HR, and the Senior Director of Contracts, Compliance and Administration (SDCCA).

3.1 Annual Disclosures:

The disclosure of outside financial interests as defined in Section 1 – Definitions, are required on no less than an *annual* basis. All Board Members and Staff of Child Trends, whether they are engaged in activities that might create the perception of, or actual potential for, a Conflict of Interest, are required to sign and submit annually to HR a Conflict of Interest Disclosure form. This form requires that signers 1) attest that they have read the CT COI policy and agree to comply with the terms of the policy and 2) disclose any potential real or perceived conflicts.

3.2 Ad hoc Disclosures:

In addition to annual disclosures, some situations require ad hoc disclosure. Board Members and Staff of Child Trends are charged with the responsibility of accurate and prompt disclosure to Human Resources within *30 calendar days* of: (1) a change in status of an existing actual, perceived, or potential Conflict of Interest; and (2) the identification of a new actual, perceived, or potential Conflict of Interest.

3.3 Travel:

Board of Directors and Staff are required to disclose all reimbursed or sponsored travel related to their Child Trends related responsibilities. Disclosure must include the purpose of the trip, identity of the sponsor, destination, duration and value of the specific travel and cumulative value of sponsored travel by that specific organization, if known. The Chairman of the Board of Directors (for Board Members) or COO (for staff) will determine whether the travel constitutes a Financial Conflict of Interest or not.

4. RESPONSIBILITIES:

Child Trends is dedicated to properly identifying actual, potential, and perceived Conflicts of Interest and to ensuring the proper management of such Conflicts of Interest.

It is the responsibility of the Chairman of the Board (for Board of Directors members), and the COO (for staff) to ensure that Board of Directors and Staff of Child Trends are familiar with, and updated on, Child Trends policies and procedures relative to Conflict of Interests.

The COO will periodically review and update the Conflict of Interest Policy for Child Trends and monitor the conduct of activities to ensure information/updates are disseminated in a timely fashion and that staff continue their compliance with the Policy.

4.1 Responsibilities of the President:

The President is responsible for ensuring the Board's understanding of and compliance with this policy. The President will review and ask Board members to sign the policy annually.

The President will also oversee the COO and work with her to assess and manage any potential real or perceived conflicts.

4.2 Responsibilities of the Chief Operating Officer:

The COO provides oversight of all Conflict of Interest training and education, provides recommendations to amendments to the Conflict of Interest Policy, and reviews all Conflict of Interest disclosures. The COO may delegate all or part of these duties to another senior staff member at Child Trends and if so, will alert all Child Trends staff to this delegated role and individual selected. If a Conflict of Interest situation arises that requires a COI Management Plan, the COO (or designee) will work with the SDCCA and HR, and the individual, as needed, to approve an appropriate COI Management Plan. The COO reports directly to the President of Child Trends.

Specifically, the COO with others as named above is charged with the following:

1. Educate Staff of Child Trends about this Conflict of Interest Policy.
2. Advise Board of Directors and Staff of Child Trends with respect to existing and proposed relationships and activities so that they may seek to avoid an actual Conflict of Interest.
3. Annually train staff to ensure their understanding and compliance with the policy.
4. Oversee the annual and ad hoc completion, review, and submission of related forms to HR.
5. Review Conflict of Interest disclosures or assign review to designee.
6. Ensure disclosures are appropriately taken into account during bid and proposal meetings and plans, working with the SDCCA.
7. Develop, with input from Board of Directors and Staff of Child Trends if needed, organization-wide or project specific Conflict Avoidance or Management Plans as required.
8. Monitor Staff of Child Trends compliance with Child Trends Conflict of Interest policy.
9. Establish a culture of transparency and disclosure.

4.3 Responsibilities of Human Resources:

Human Resources is responsible for:

1. Ensuring new staff review, understand, and sign a COI form and disclose any initial potential conflicts upon entry into the organization
2. Helps the COO update materials, train staff, and review forms annually
3. Keep past COI forms for staff on file for no less than three years

4.4 Responsibilities of the Senior Director of Contracts, Compliance, and Administration:

The SDCCA will assist the COO in updating the policy and ensure that the policy complies with all relevant federal laws and regulations. The SDCCA may also review disclosures when that responsibility is delegated by the COO and should ensure that any potential COI are addressed early in the proposal process. The SDCCA will report all financial conflict of Interest or non-compliance to the funding agency as required, in accordance with their regulations.

5. PROCEDURES:

5.1 Board of Directors:

Upon election to the Board of Directors, each Board Member shall be provided with a copy of this policy and required to complete and sign the Acknowledgement and Disclosure Form. On an annual basis, all Board Members shall be provided with a copy of this policy and required to complete and sign the Acknowledgement and Disclosure Form. All completed forms, as well as any other conflict of interest information provided by Board Members, shall be provided to and reviewed by the Chairman of the Board and the President. The completed forms shall be stored in appropriate Board Member files.

Board of Directors of Child Trends should complete and promptly submit a disclosure to the Chairman of the Board and the President, on an annual basis, and also after the Board Member has discovered or suspects that an actual, potential, or perceived Conflict of Interest exists or could arise from a situation or activity of that Individual, their Family, or a Close Relation, including situations or activities that are reasonably foreseeable or are anticipated. This requirement applies to but is not limited to Conflicts of Interest arising out of an Individual's, Family's, or Close Relation's association with a Third Party Organization.

Board Members shall also be required to disclose Significant Financial Interests under this policy or related Child Trends guidelines and Child Trends will determine whether or not such Significant Financial Interests present a Conflict of Interest and, if so, develop plans for managing the conflict.

If at any time Board Member believes or suspects that a situation or activity in which he/she is involved may present a Conflict of Interest, or if there is a significant change in the personal, financial, or fiduciary status of a Individual, their Family or a Close Relation, with respect to a Third Party Organization, it should be promptly disclosed within *30 calendar days* to the Chairman of the Board.

5.2 Staff Members:

Upon employment with Child Trends, each Employee shall be provided with a copy of this policy and required to complete and sign the Acknowledgement and Disclosure Form. On an annual basis, all Employees shall be provided with a copy of the most recent policy and required to complete and sign the Acknowledgement and Disclosure Form. All completed forms, as well as any other conflict of interest information provided by Employees, shall be provided to and reviewed by the COO. The completed forms shall be stored and tracked by HR.

Staff members of Child Trends should complete and promptly submit a disclosure to HR on an annual basis and also after the Staff member has discovered or suspects that an actual, potential, or perceived Conflict of Interest exists or could arise from a situation or activity of that Individual, their Family, or a Close Relation, including situations or activities that are reasonably foreseeable or are anticipated. This requirement applies to but is not limited to Conflicts of Interest arising out of an Individual's, Family's, or Close Relation's association with a Third Party Organization.

Staff members shall also be required to disclose Significant Financial Interests under this policy or related Child Trends guidelines and Child Trends will determine whether or not such Significant Financial Interests present a Conflict of Interest and, if so, develop plans for managing the conflict.

If at any time a Staff Member believes or suspects that a situation or activity in which he/she is involved may present a Conflict of Interest, or if there is a significant change in the personal, financial, or fiduciary status of an Individual, their Family or a Close Relation, with respect to a Third Party Organization, it should be promptly disclosed within *30 calendar days* to HR.

Child Trends respects the privacy of Individuals and does not require the disclosure of financial or personal information that does not relate to an actual, potential, or perceived Conflict of Interest. Any Reviewer (e.g., COO, HR, SDCCA) who receives such information as part of the disclosure, review, and management process is responsible for taking reasonable steps to maintain the confidentiality of the information. However, the Reviewer may be required to share, within the Child Trends community, financial and/or personal information contained in an individual disclosure when necessary for the Reviewer to make a complete and informed decision regarding the existence and management of an actual, potential, or perceived Conflict of Interest.

5.3 Proposal Submission:

Updated Conflict of Interest Acknowledgements and Disclosure forms will, if required in any solicitation, be incorporated into each proposal submission requiring such disclosure.

5.4 Review:

Upon receipt of a completed disclosure, the appropriate Reviewer will determine whether an actual, potential, or perceived Conflict of Interest exists. Disclosures identified by the COO (or designee) as being below the threshold for Significant Financial Interest and which represent no Conflict of Interest will be allowed to proceed without special safeguards or oversight, i.e., no Management Plan will be needed. The COO (or designee) will inform Human Resources and the individual in writing that the proposed activity will be permitted without management or oversight.

Where a Significant Financial Interest is involved, the COO (or designee) will work with the SDCCA, HR, and the Individual to develop a Management Plan. The Management Plan will address specific actions to be undertaken to avoid any potential conflict given the financial interest, measures of oversight and accountability, notices to ensure full transparency within and outside the organization as appropriate, signing by all parties to comply with the plan, and penalties for anyone found not to be following the plan. The plan must be approved by the President.

An Individual can expect disposition within a reasonable amount of time (normally, *45 calendar days*) provided the Reviewer has received a full and accurate disclosure from the Individual.

5.5 Disciplinary Action:

The COO is authorized to establish standard procedures for reporting, investigating, and resolving alleged breaches. These standard procedures must provide the Individual with an opportunity to respond to allegations in writing and, upon invitation by the COO, in person. If the COO determines that a breach occurred, the COO will include any written response submitted by the Individual under investigation in its report specifying sanctions.

In the event of failure to comply with the Conflict of Interest Policy by any Board Member or Staff member of Child Trends, the COO may suspend all relevant activities or take other disciplinary action (i.e., sanctions) until the matter is resolved.

The COO's decision to sanction an individual for failure to comply with the Policy or their failure to comply with other remedies imposed will be documented in writing and forwarded to the individual being sanctioned. The COO will notify the appropriate funding agency or prime awardee of the action being taken.

Child Trends expects all Individuals to comply fully and promptly with this Policy, including the requirements of disclosure. Examples of breaches of the disclosure, review, and approval process

include, but are not limited to:

- Failures to comply with the process, whether by virtue of an Individual's refusal to disclose or respond, or by his/her disclosing or responding with incomplete or knowingly inaccurate information;
- Failures to report a potential Conflict of Interest of which the staff member is aware even if the staff member is not personally involved in the conflict;
- Failures to address a Conflict of Interest as instructed; or
- Failures to comply with a prescribed conflict Management Plan.

5.6 Reporting Requirements:

The SDCCA will report all financial conflict of Interest or non-compliance to the funding agency as required, in accordance with their regulations. If funding is made through a prime awardee, reports shall be made to the prime awardee prior to expenditure of any funds so that the prime awardee can fulfill their reporting requirements to the funding agency.

5.7 Records and Retention:

Records of disclosures, COO's dispositions, Conflict Management Plans, and all supporting documentation will be maintained within the Human Resources Department.

Records shall be retained for a period of 3 years following the later of the end of: (1) the situation presenting the actual, potential, or perceived Conflict of Interest; or (2) the management of the actual, potential, or perceived Conflict of Interest; or (3) "for at least three years from the date of submission of the final report" or other dates as specified in the Code of Federal Regulations (2 CFR 200.333), unless any litigation, claim, financial management review, or audit is started before the expiration of the three year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

5.8 Termination – Voluntary Disclosure:

Upon resignation from the Board of Directors or termination of employment with Child Trends, all Board Members and Staff of Child Trends will be asked to acknowledge through voluntary disclosure that any and all information (including confidential, trade secrets, business or proprietary information) acquired while a member of the Board of Directors, or in the case of staff members, during their employment with Child Trends will remain confidential. This includes, but is not limited to Child Trends Practices, Policies, and, proposal and/or rate development, or any other proprietary information that may bring harm to Child Trends of a financial or other nature. The employee further agrees that he/she will not engage in the exchange of information or disclose any such Confidential Information to any person or entity at any time in the future that would result in a conflict of interest, and that he/she will not use any such information for the benefit of anyone outside of Child Trends.

6. OTHER:

6.1 Training:

Each Board Member or Staff Member of Child Trends must complete training on the Conflict of Interest Policy, their responsibilities regarding disclosure and the appropriate related regulations prior to engaging in research funded by any government agency, and at least every four years thereafter. They must also complete training within a reasonable period of time as determined by the COO in the event that this Policy is substantively amended in a manner that affects the

requirements of Board and Staff members, if the Board or staff member is new to the institution, or if it is determined that the board or staff member has not complied with this policy or with a management plan related to their activities.

6.2 Confidentiality:

To the extent permitted by law, all disclosure forms, conflict management plans, and related information will be confidential. However, the Child Trends may be required to make such information available to the Awarding Component, to a requestor of information concerning financial conflict of interest related to funding or to the primary entity who made the funding available to the Institution, if requested or required. If the Institution is requested to provide disclosure forms, conflict management plans, and related information to an outside entity, the Investigator will be informed of this disclosure.

6.3 Public Accessibility:

Prior to the expenditure of funds, Child Trends will respond to any requestor within five business days of the request, information concerning any Significant Financial Interest that meets the following criteria:

- a) The Significant Financial Interest was disclosed and is still held by the senior and key personnel;
- b) A determination has been made that the Significant Financial Interest is related to an agency-funded research project; and
- c) A determination has been made that the Significant Financial Interest is a Financial Conflict of Interest.

The information to be made available shall be consistent with the requirements of the regulation.

6.4 Regulatory authority

This policy implements the requirements of the federal regulations 42 CFR 50 Subpart F and 45 CFR 94; where there are substantive differences between this policy and the requirements, the requirements shall take precedence.

APPENDIX: A-3



Conflict of Interest Policy: Acknowledgement and Disclosure Form

I have read Child Trends Conflict of Interest Policy and agree to comply fully with its terms and conditions at all times during my service as a member of Child Trends Board of Directors or an employee. I will:

- Disclose any funding and significant financial or other interests of myself or immediate family that may affect or might reasonably be thought to affect my judgement
 - Exclude Child Trends salary, domestic government reimbursed travel, and investment funds managed by others (e.g., the stocks within index or mutual funds in your retirement account)
 - Include honoraria, other paid travel, speaking fees, external income sources such as blogs or publications, and relationships with other organizations that confer any benefit or might impinge on your ability to be impartial
- Disclose within 30 days of first notice, any actual or potential conflicts of interest, or if the information provided below changes becomes inaccurate or incomplete
 - Include new relationships, paid invitations, offers to reimburse travel, other benefits or perks offered or received even if cost is unknown.
 - Include any information that may be relevant to your ability to remain completely objective in your duties.
- Disclose when in doubt.

Disclosure of Actual or Potential Conflicts of Interest:

Board Member/Employee Printed Name

Date

Board Member/Employee Signature