

**CODE OF ETHICS  
and  
CONFLICT OF INTEREST POLICY**

The Missouri Association of Air Medical Services, its Board members, Executives, Committee members and Volunteers shall observe the following Code.

**Background:**

**MOAAMS:**

- The MOAAMS Board is comprised of leaders in air medical transport in Missouri with varied, and beneficial expertise, that contribute to the consensus building that leads to decisions on MOAAMS policy, activities, and finance.
- Some elected MOAAMS Board members are leaders of air medical companies or have company roles that result in interactions that have potential to create both real and perceived conflict of interest. Historically many of their MOAAMS meeting expenses are paid by their companies; this saves MOAAMS money and benefits the organization.
- Perceptions of some MOAAMS Members of their Board representative are often predicated based the board member employer and that a high potential for employer and other types of conflict exists on the Board.

## **1. ACCOUNTABILITY, DUTIES AND STANDARD OF CARE**

MOAAMS shall be responsible for making policy decisions and ensuring the appropriate staff and structures are in place to carry out the policy and day-to-day tasks of the organization.

The duty of the MOAAMS member is to MOAAMS rather than to any individual community, group or special interest.

MOAAMS members are required to exercise the powers and discharge the duties of their honestly, in good faith, and in the best interests of MOAAMS. This duty supersedes the personal interest of any MOAAMS member acting as an individual. MOAAMS members shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

MOAAMS members shall not publicly impugn the motives, abilities, or personalities of fellow board members, executives and committee members.

## **2. MEMBERSHIP**

An individual is eligible to be a board member, executive or committee member of MOAAMS if:

*Must be an official representative of a Voting Member.*

## **3. CONFLICT OF INTEREST**

If a conflict of interest should arise in respect of any direct or indirect business or financial interest of the member or his/her immediate family members and any matter or thing involving MOAAMS, the member shall declare their conflict of interest prior to any discussion of same and shall be absent from any portion of any meeting in which the matter is discussed and/or voted on. The member shall be guided by any decision of the Board.

The Board shall, on a case basis, determine whether a member's personal, business or financial interest in the purported event or the members' affiliation constitutes a real or perceived conflict of interest. In so doing, the Board shall consider the materiality of each case, the limits and guidelines for which may be set by the Board in its discretion.

If a conflict of interest should arise in respect to a personal bias or loyalty to another organization, the member shall declare their conflict of interest prior to any discussion of same and shall be absent from any portion of any meeting in which the matter is discussed and/or voted on.

A MOAAMS member who abstains from participation at any meeting due to conflict of interest shall still be included in determining the quorum for such meeting.

The minutes of a meeting shall record all declarations of conflict of interest in respect of a particular matter.

A MOAAMS member shall ensure that unethical activities not covered or specifically prohibited by the foregoing or any other legislation are not participated in, encouraged nor condoned by the member.

MOAAMS will not award contracts to past MOAAMS members within a period of six months after the person ceases to be a member.

#### **4. CONFIDENTIALITY**

MOAAMS members will not directly or indirectly communicate information designated confidential by MOAAMS to anyone not entitled to receive the same.

MOAAMS members shall maintain confidentiality of information gained from or concerning MOAAMS, including any information which may in any way jeopardize the confidentiality of donors to MOAAMS which might reasonably be expected to call in disrepute the reputation of MOAAMS.

MOAAMS members will not use information that has been designated as confidential by MOAAMS for personal profit or use of themselves or any other person.

MOAAMS members will maintain the confidentiality of all information in perpetuity regardless of whether the person ceases to be associated with MOAAMS.

#### **5 ACCEPTANCE OF GIFTS**

MOAAMS members shall not accept a gift, favor, or service from any individual, corporation, or other organization, other than the normal exchange of gifts between friends, the normal exchange of hospitality between persons doing business together, tokens exchanged as part of protocol, or the normal presentation of gifts to persons participating in public functions.

#### **6. SPECIAL PRIVILEGES**

MOAAMS members will not use their position of trust to secure special privileges, favors, or exceptions for themselves or any other persons.

MOAAMS members will avoid any situation that might reasonably be expected to cause any person to believe that they have brought bias or partiality to a question before MOAAMS.

#### **7. INDIVIDUAL AUTHORITY**

MOAAMS members shall not attempt to exercise individual authority over the organization except as explicitly set forth in MOAAMS policies.

MOAAMS members' interaction with the Chief Executive or with staff shall recognize that any MOAAMS member or group of members does not have authority other than that explicitly stated in MOAAMS policy.

#### **8. TRAINING AND DEVELOPMENT**

MOAAMS members shall acquaint themselves with the incorporation documents, by-laws, regulations, policies and organizational structure of MOAAMS, as well as the rules of procedure and proper conduct of a meeting so that any decision of MOAAMS may be made in an efficient, knowledgeable and expeditious fashion.

MOAAMS members shall regularly take part in education activities which will assist them in carrying out their responsibilities.

**9. VIOLATIONS OF THIS CODE**

A MOAAMS member who is alleged to have violated the provisions of this Code shall be informed of same in writing by MOAAMS (including particulars of such alleged violation and the identity of the complaining party) and shall be allowed to present his/her views of such alleged violation at the next meeting. If the complaining party is a member, the complaining member and the respondent member shall absent themselves from any vote on resolution of censure or other action that may be brought by the members. Members who are found to have violated the provision of this Code shall be subject to censure, as per the Bylaws of the organization. (See Bylaws for ability to proceed with censure.)