

**JAI MEDICAL CENTER
ADMINISTRATIVE POLICY AND PROCEDURES**

Subject: Conflict of Interest Disclosure

PURPOSE: To ensure disclosure to Jai Medical Center's Executive Department of any material interest or affiliation on the part of its officers, directors, or responsible employees which is, or may be, in conflict with the official duties of such persons.

SCOPE: Jai Medical Center officers, directors, and any other employee, as applicable.

POLICY: Required employees are responsible for disclosing potential financial conflicts of interest as they arise.

PROCEDURE(S):

- A. All officers, directors, and responsible employees of Jai Medical Center are expected to act in the best interests of Jai Medical Center and not for their own advantage.
- B. Officers, directors, and responsible employees and members of their families should have no relationships nor engage in any activities that might impair their independence of judgment concerning Jai Medical Center.
- C. Such officers, directors, and responsible employees should have no personal financial interests that might impair their independence of judgment or influence their decisions or actions on Jai Medical Center's business in the direction of such personal financial interests.
- D. Such officers, directors, and responsible employees should not accept gifts, benefits, travel, or unusual hospitality that might influence them in the performance of their duties.
- E. If any possible conflict of interest exists, the individual concerned should disclose the facts in writing by email and certified letter to the Chief Executive Officer no later than 30 calendar days after the discovery of the potential conflict.
- F. The Chief Executive Officer will review any conflict disclosed and determine if any additional action is necessary.
- G. Jai Medical Center will maintain records in accordance with Federal laws and regulations.