



Oklahoma Association
of Healthcare Engineers

POLICY MANUAL

Oklahoma Association of Healthcare Engineers

LAST REVISION 02/13/2017

Table of Contents

Board Travel and Reimbursement Policy	2
Conflict of Interest	3
Duty of Care Policy	5
Member Dues Policy	6
Social Media Policy ^{ix}	6
Whistle Blower Policy	7

Board Travel and Reimbursement Policy

It is the policy of the OAHE to pay for, or reimburse, all reasonable and necessary expenses incurred by a member when the member travels on OAHE-related business. To be eligible for reimbursement in accordance with this policy, all members must receive either written or verbal approval by the President and/or Treasurer of OAHE prior to the travel activity.

Transportation

OAHE expects all travel arrangements (air and ground) to use the most reasonably efficient and economical mode of travel available at the time of booking. In instances of private vehicle use, reimbursement will be made for mileage at the current IRS maximum rate. Receipts are required for toll and parking fees, taxi cabs, buses and other modes of public transportation. OAHE will reimburse the cost of mileage, at the approved rate, or a 14 day advance purchase airline ticket or rental car, whichever is less.

Lodging

Expenses for lodging will be reimbursed at the single room rate, unless pre-approved for double occupancy. An itemized hotel receipt must be provided, including an itemization for any room service charges to be paid/reimbursed by the OAHE.

Meal Allowance

Meals will be reimbursed and tips will be paid at the accepted practice rate not to exceed 20%. Itemized receipts listing all items purchased must be provided.

Non-Allowable Expenses

Expenses or charges for the following will normally not be reimbursed and must be paid for by the board member:

- A) In-hotel pay television and movies
- B) Dry cleaning and laundry
- C) Health club and spas
- D) Expenses of a spouse or family member
- E) Alcoholic beverages

Request for Reimbursement and Return of Unexpended Funds

A complete accounting of all expenditures to be reimbursed by OAHE should be included on the reimbursement form and forwarded to the Treasurer and Management Company for reimbursement. Receipts for all expenses must be attached to the summary form. Vendor invoices paid by members on behalf of OAHE must be submitted with proof of payment.

Expenses Not Covered in Policy

OAHE President and/or Treasurer approval must be obtained prior to any expenditure of funds for items or changes that are not specifically addressed in this travel reimbursement policy.

ASHE Annual Conference Participation

All members of the OAHE Board of Directors are allowed to attend the ASHE Annual Conference. The board will determine reimbursement amounts annually alongside the annual budget development.

Conflict of Interestⁱ

Purpose

The purpose of the conflict of interest policy is to protect “OAHE’s” tax-exempt interest when it is negotiating financial decisions that might benefit the private interest of a board member. The policy is intended to supplement but not replace any state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Policy Statement

No member of the Board of Directors shall receive any personal profit or gain, directly or indirectly, through his or her participation in OAHE.

Any member of the Board, any Committee, Staff, and certain Consultants shall not obtain any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

Procedures

Duty to Disclose

Each individual shall disclose to OAHE any personal interest which he/she may have in any matter pending before OAHE and shall refrain from participation in any decision on such matter.

After disclosure of the financial interest and all material facts, and after any discussion with the interested board member, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

If it is concluded that a conflict of interest exists, the board member with a conflict of interest may make a presentation at the board or committee meeting. After the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the particular transaction or arrangement.

Violations of the Conflicts of Interest Policy

If there is cause to believe a violation of this policy has been committed, the member shall be given an opportunity to explain the alleged failure to disclose. If a determination is made that the member did fail to disclose an actual conflict of interest, appropriate corrective actions will be taken.

Conflict of Interest Statement

At this time, I am a board member, committee member, or an employee of the following organizations:

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with "OAHE" which has resulted or could result in personal benefit to me.

2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with "OAHE".

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with "OAHE".

Date: _____

Signature: _____

Printed: _____

Duty of Care Policy

Purpose

Duty of Care is the duty to consider the impact our actions can have on others.ⁱⁱ It is directly related to negligence.

The definition of negligence is “conduct that falls below the standard established by law for the protection of others against unreasonable risk of harm”.ⁱⁱⁱ

Duty of Care also addresses Duty of Loyalty and Duty of Obedience.

Duty of Loyalty is defined as undivided allegiance to the association when making decisions about the association^{iv}. Officers and directors must not put personal interests above the interests of the association. Officers and directors must disclose even *potential* conflicts of interest to the board of directors, and should recuse themselves from deliberation and voting on matters in which they have personal interests.

Duty of Obedience states officers and directors are required to act in accordance with the organization's articles of incorporation, bylaws and other governing documents, as well as all applicable laws and regulations.^v

Policy

Officers and directors must perform the association's duties in the same manner as an ordinarily prudent person would under similar circumstances.^{vi} They must act in a manner that is in the best interest for the association.

The "business judgment rule" protects officers and directors from personal liability for actions made in poor judgment as long as there is a reasonable basis to indicate that the action was undertaken with due care and in good faith.^{vii}

Procedures

- Be informed before making decisions by researching and becoming familiar with the issue.
- Be actively involved in deliberations during board meetings - asking questions where prudent and when such a need is indicated by the circumstances.
- Make decisions based on information. Don't be hasty.
- Meeting minutes must be accurate – and reflect the vote counts (including dissenting votes and abstentions) on actions taken at meetings.
- Request that legal consultation be sought on any matter that has unclear legal ramifications.
- Request that the association's accountants assess and evaluate any matter that has significant financial ramifications.
- Review the association's financial reports - audited and unaudited.
- Attend the association's meetings and read the association's publications carefully to keep fully apprised of the organization's policies and activities.
- Review the association's articles of incorporation, bylaws and other governing documents regularly.

- Sign the conflict of interest document associated with the conflict of interest policy.

Legal Protection

If preventive risk management fails, the liability of association officers and directors can be limited through indemnification by the association, insurance purchased by the association, and state volunteer protection laws.^{viii}

Member Dues Policy

Effective October 1, 2016, the dues schedule is as follows with annual review by the OAHE Board of Directors:

Engineer Members	\$85.00
Vendor Members	\$150.00
Platinum Affiliation Vendor	\$1,600.00
Gold Affiliation Vendor	\$1,200.00
Silver Affiliation Vendor	\$850.00

The above annual dues will be in effect upon recommendation by the OAHE Board of Directors.

Social Media Policy ^{ix}

Reason for Developing Social Media Policy

Social media has matured and expanded. As it expands, associations have made use of social media to communicate its goals and give members a forum for discussions. As OAHE's use of social media grows, the association should develop and implement best practices to protect itself from legal claims.

Introduction

"OAHE" recognizes that social networking and Internet services are a common form of communications in today's environment. Social networks are online communities of people or organizations that share interests or activities and use a wide variety of Internet based technology to make the interaction more practical and widespread. The following guidelines are listed for participation in social networks.

"OAHE" policies, bylaws, and mission will form the basis for the organization's use of social media.

Policy

Social media pages, accounts and sites are provided as a service of "OAHE". "OAHE" is not responsible for the opinions and information posted on these sites by others. "OAHE" disclaims all warranties with regard to information posted on these sites, whether posted by "OAHE" or any third party. In no event

shall “OAHE” be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

No information or other material protected by copyright will be posted without the permission of the copyright owner. In addition, by posting material, “OAHE” is granted the nonexclusive, world-wide, transferable right and license to display, copy, publish, distribute, transmit, print, and use such information or other material in any way and in any medium, including but not limited to print or electronic form.

“OAHE” reserves the right to block any users who do not abide by these guidelines.

Procedures

- Protect the privacy of “OAHE” and its volunteers and members. Follow all privacy protection laws, i.e., HIPPA, and protect sensitive and personal information.
- Follow all copyright laws, open records laws, retention laws, fair use and financial disclosure laws and any other laws that might apply.
- Do not cite vendors, suppliers, clients, citizens, co-workers or other stakeholders without their approval on public facing media.
- Do not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the workplace. Avoid comments or topics that may be considered objectionable or inflammatory.
- Frame any comments or responses in a respectful and positive manner. Do not argue with commenters. Be clear, but not defensive.
- Respect and maintain any confidentiality. Do not divulge or discuss proprietary information, personal details about other people or other confidential material.
- Don’t attack others. The discussions on the community platforms are meant to stimulate conversation not to create contention.
- Don't post commercial messages. Contact people directly with product and service information as applicable.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited and may be removed.
- Decide which platform is best for the message being conveyed.

Whistle Blower Policy

Purpose

This policy’s intent is to encourage “OAHE’s” members and/or staff to report suspected fraud, corruption, or other improper activity within OAHE. This policy should help protect “OAHE’s” integrity.

Policy Statement

A person shall be encouraged to report information relating to illegal practices or violations of policies of “OAHE” that such person in good faith has reasonable cause to believe is credible.

Procedures

It is the responsibility of all board members to report concerns about violations of “OAHE’s” code of ethics or suspected violations of law or regulations that govern “OAHE’s” operations.

Investigation

OAHE encourages anyone reporting an alleged violation to identify himself or herself when making a report in order to facilitate the investigation. However, reports may be submitted anonymously. Reports of suspected violations will be kept confidential with the understanding that confidentiality may not be maintained where identification is required by law.

The Board will appoint someone to investigate the complaint and prepare a written report to the board. A determination will also be made regarding legal counsel. The appointed investigator will protect the confidentiality of all persons entitled to protection. The complainant (if identified) will receive an update regarding the proposed violation.

No Retaliation

It is contrary to the values of “OAHE” for anyone to retaliate against any board member or member who in good faith reports an ethics violation or a suspected violation of law.

ⁱ IRS: <http://www.irs.gov/instructions/i1023/ar03.html>, <http://form1023.org/nonprofit-conflict-of-interest-policy-and-agreement>

ⁱⁱ <http://www.txinjuryblog.com/2009/11/articles/legal-news/what-is-duty-of-care/>

ⁱⁱⁱ <http://injury.findlaw.com/accident-injury-law/negligence-background.html>

^{iv} <http://www.asaecenter.org/Resources/whitepaperdetail.cfm?ItemNumber=12217>

^v <http://www.asaecenter.org/Resources/whitepaperdetail.cfm?ItemNumber=12217>

^{vi} <https://www.acc.com/chapters/houst/upload/Session1Vorys.pdf>

^{vii} <http://www.asaecenter.org/Resources/whitepaperdetail.cfm?ItemNumber=12217>

^{viii} <http://www.asaecenter.org/Resources/whitepaperdetail.cfm?ItemNumber=12217>

^{ix}Social Media Policy References

ASAE, Legal Issues and Best Practices for Social Media by Nathan Breen

<http://www.asaecenter.org/Resources/articledetailnew.cfm?ItemNumber=179419>

GMIS Policy Manual

TAGITM Policy Manual