



Kansas Tobacco Prevention Workgroup for Specific Populations Code of Conduct

Planning groups will need to develop ground rules for how members will function within the group and within their respective agencies/communities as representatives of the group. Guidelines (formal or informal) can be adopted for appropriate group behavior standards and modified as the need arises. Some issues to consider for members are as follows:

- Willingness to act first and foremost as a member of the planning group, and always to act with the best interest of the group
- Ability to put aside individual agendas and distinguish the agency's or individual's goals and needs from those of the planning group
- Willingness to share all information (both positive and negative) with the group in a timely way and a commitment to not withhold information
- Ability to discuss and resolve problems during meetings or committee/subcommittee meetings, not behind closed doors or outside the group
- Ability to be positive about the group, its mission, and its progress
- Ability to exercise discretion to maintain the group's integrity (i.e., no airing of "dirty laundry" in public)
- Ability to acknowledge and respect all pertinent varying views
- Ability to respect each others' differences, knowledge, and work styles



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REPRESENTATION OF ABSENCE OF CONFLICT OF INTEREST

The undersigned Workgroup member represents to the best of his/her knowledge, information, and belief that he/she does not have a conflict of interest. This policy applies to all Workgroup volunteers, who agree to provide ad hoc services to the Kansas Tobacco Prevention Workgroup for Specific Populations, hereinafter referred to as the "Workgroup". A conflict of interest is considered to exist whenever:

1. The interests of volunteers, outside the scope of the Workgroup, interfere with or compromise their judgment and objectivity with respect to the duties and responsibilities to the Workgroup.
2. Volunteers make or influence Workgroup decisions or use Workgroup resources in a manner that results in
 - Personal financial gain or financial gain of business associates
 - An unfair advantage to a third party outside of the Workgroup

By observing the following principles, Workgroup members will ensure that they are performing their "public service" commitment to the highest standard:

1. Public service is a public trust, requiring Workgroup members to place loyalty above personal gain.
2. When a potential conflict of interest may exist, Workgroup members shall disclose and appropriately modify their participation, including voting abstention if appropriate.
3. Workgroup members shall put forth an honest effort in the performance of their responsibilities.
4. Workgroup members shall act impartially, without preferential treatment to any entity or individual.

Signature: _____

Printed Name: _____

Date: _____

