### Instructor Conflict of Interest Policy

<table>
<thead>
<tr>
<th>Title:</th>
<th>Instructor Conflict of Interest Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number:</td>
<td>TRN-PCY-381</td>
</tr>
<tr>
<td>Revision:</td>
<td>0</td>
</tr>
</tbody>
</table>

**Submitted By:**
Training Program Analyst
Training Operations

**Reviewed By:**
Training Director
DOE National Training Center

**Approved By:**
General Manager
DOE National Training Center
CONTENTS

1.0 PURPOSE...........................................................................................................................................1

2.0 SCOPE.................................................................................................................................................1

3.0 CANCELLATION....................................................................................................................................1

4.0 DEFINITIONS.........................................................................................................................................1

5.0 RESPONSIBILITIES .............................................................................................................................1
  5.1 Training Director .................................................................................................................................1
  5.2 Training Department Managers (TD Mgrs) .........................................................................................1
  5.3 Training Program Analyst (TPA) ..........................................................................................................1
  5.4 Instructors (Insts) ...............................................................................................................................1

6.0 POLICY..................................................................................................................................................2

REVISION HISTORY

<table>
<thead>
<tr>
<th>Rev.</th>
<th>Date</th>
<th>Description of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>See Final Signature</td>
<td>Original document approved.</td>
</tr>
</tbody>
</table>
1.0 PURPOSE

This document describes the instructor conflict of interest policy at the U.S. Department of Energy (DOE) National Training Center (NTC).

Noncompliance with this policy and all applicable procedures may result in disciplinary action up to and including disqualification from participating in the delivery of the course, decertification as an NTC instructor, and termination of employment.

2.0 SCOPE

This document applies to all personnel who conduct training on behalf of the NTC in which an NTC certificate is awarded upon successful course completion.

3.0 CANCELLATION

This is an original document.

4.0 DEFINITIONS

4.1 CONFLICT OF INTEREST. Situation where an individual’s personal interests could compromise his or her judgment, decisions, or actions in the workplace.

5.0 RESPONSIBILITIES

Although each individual is responsible for his or her duties listed in this section, these duties may be delegated to another individual who is equally qualified to perform the same function.

5.1 Training Director

The Training Director is responsible for oversight of the implementation of this policy.

5.2 Training Department Managers (TD Mgrs)

TD Mgrs are responsible for ensuring instructors who deliver their department courses are aware of, and comply with, this policy.

5.3 Training Program Analyst (TPA)

The TPA is responsible for addressing questions, comments, and complaints regarding this policy. All information will be treated in accordance with applicable laws and policies regarding confidentiality and privacy, and will be accessible only to those who need to know.

5.4 Instructors (Insts)

Insts are responsible for complying with this policy by reviewing it with students at the beginning of each course and making any required disclosures.
6.0 POLICY

1. It is NTC policy that instructors who deliver training in which an NTC certificate will be awarded will inform students if they have a commercial or vested interest in any product, instrument, device, or material that may be used in the course.

2. This policy requires the instructor to disclose any conflicts of interest or relevant financial or non-financial relationships that could be perceived as a conflict of interest.

3. This policy will be reviewed at the beginning of each training course, at which time applicable disclosures must be made by the instructor. In addition, this policy will be publicly posted on the NTC website and will be included in all instructor and student guides.

4. Personnel with comments, questions, or complaints related to this policy should contact the NTC TPA at IACET@ntc.doe.gov.