



Effective Date: 01/08/2024

Policy on disclosure of instructor's proprietary interest

123 4 Safety Group Training School has a policy that requires all instructors, whether we employ them or are independent contractors, to disclose any proprietary interest they have in products, instruments, devices, or materials that may be used in the training at the beginning of the learning event.

This policy is in place to ensure that learners are aware of any potential conflicts of interest and that they can make informed decisions about their participation in the training.

Trainers/Instructors must provide a clear and concise disclosure that includes the following information:

- The nature of their proprietary interest (e.g., ownership, royalties, profit-sharing).
- The specific product, instrument, device, or material in which they have a proprietary interest.
- The extent of their proprietary interest (e.g., percentage of ownership, amount of royalties, percentage of profits).

Upon being assigned to present a learning event, instructors must immediately disclose any existing proprietary interests that are relevant to the instructional assignment to their immediate supervisor and the training coordinator. If instructors acquire a proprietary interest after marketing materials have been distributed for an affected learning event, they must provide written disclosure to learners at the beginning of the course, and this disclosure must be documented in the learning event's record. Suitable forms of documentation include a written statement distributed with handouts or an early slide in a presentation.

No instructor may present or assist in presenting a CEU learning event until all relevant proprietary interests have been disclosed to 123 4 Safety Group Training School and learners as outlined in this policy. Failure to comply with this policy will result in the instructor's dismissal.

Purpose: This policy aims to ensure transparency and prevent conflicts of interest by requiring all instructors associated with 123 4 Safety Group Training School to disclose any proprietary interests they have in products, instruments, devices, or materials that may be used during training sessions.