



Proprietary Interest Policy

Purpose: To ensure that individuals involved in delivering training disclose any proprietary interest and the source of any compensation related to the presentation.

Policy

When planning training, all Instructors will execute an Instructor Agreement where any proprietary interest will be disclosed and expanded upon. Leadership For Exec's Training Administrator will review the Instructor Agreement and discuss this policy with the trainer concerning any proprietary interests. Prior to the start of any training, the trainer will disclose to participants any proprietary interest in the products and services, or materials discussed.

1. Leadership For Execs writers and course design experts have no financial obligations, partnerships, or debts with any third-party organizations used in research and development of coursework.
2. All third-party resources are solely used to develop materials and are adequately cited throughout the course curriculum as necessary.
3. No Leadership For Execs representative shall endorse third-party organizations while writing or conducting a learning event for personal profit or other benefits.
4. All Leadership For Execs employees, contractors, or instructors involved with the development, delivery, or evaluation of courses (writers/developers/ SMEs/ Review Team) must disclose any prior or current organizations with which they have had a personal investment. In addition, all Leadership For Execs employees and contractors involved in course development must adhere to Leadership For Execs Proprietary Interest Disclosure Policy.
5. If a partnership is created with a third-party organization, the relationship must be made clear in the course summary page found within the course and online.
6. The relationship between Leadership For Execs and any third party must be disclosed prior to course purchase.
7. Third-party partnerships are intended to enhance the learning experience.
8. The success of a learning event cannot depend on the partnership of a third-party collaboration.
9. When planning training, all Instructors must disclose in detail all proprietary interests. The Training Administrator will review the disclosure and discuss this policy concerning any proprietary interests.
10. Prior to the start of any training, the Instructor will disclose to participants any proprietary interest in the products, instruments, devices, services, or materials discussed. In addition, the Instructor will also indicate any source of compensation related to the presentation.
11. Disclosure of proprietary interest shall be the responsibility of the Instructor and not the responsibility of Leadership For Execs.



Violation

Leadership For Execs will review this policy with training staff, and a signed copy will be placed in the employee's personnel file. In addition, documentation of efforts will be maintained within Leadership For Exec's administrative offices. If the Proprietary Interest Disclosure Policy is violated by any Leadership For Execs employee, contractor, or Instructor involved with course development, delivery, and evaluation, a warning will be issued and a possible termination or dissolution of any existing partnerships.