

OPTN Code of Conduct

Please read the Code of Conduct below carefully. By typing your full name in the signature field, you confirm that you understand and agree to the responsibilities outlined. Your typed name will serve as your legal signature and indicates your commitment to uphold the duties of an OPTN Board Director, Committee member, or volunteer.

In my service to the OPTN, I shall do my utmost to ensure that the OPTN performs its mission and achieves its goals. As such, I understand and agree to the following:

- To act with honesty and integrity
- To speak up about disrespectful, inappropriate, fraudulent, unethical or illegal behavior
- To consider and respect the interests of all those in the transplant community, not just those in my area of expertise
- To value diversity in thought and opinion
- To not discriminate
- To collaborate with others to do the work of the OPTN
- To display courteous conduct in all OPTN meetings
- To respect the individual and opinions of those who serve the OPTN alongside me

Duty of Care

- To always act for the good of the OPTN
- To leave my personal biases out of all OPTN discussions
- To act as a representative of the OPTN
- To follow OPTN Social Media Guidelines
- To abide by the Roles and Responsibilities of OPTN Directors, Committee members, and volunteers, which are as follows:
 - To attest to the following:
 - » The completion of orientation training prior to commencement of service
 - » The completion of annual training thereafter, as assigned
 - To adhere to general attendance requirements:
 - » For Directors and Committee members:
 - Attendance at each semiannual meeting
 - 80% attendance rate across all other OPTN meetings on which I am assigned, including service as a Visiting Board member

- » For Directors
 - Attendance in at least one regional meeting per public comment cycle
 - As a Regional Councillor, to chair my region's regional meetings
- » For Committee members who represent regions
 - Attendance at the regional meeting I represent per public comment cycle
- » For Committee members in at-large positions
 - Attendance is encouraged at one regional meeting per public comment cycle
- To prepare for OPTN meetings by reviewing agendas and supporting materials, ask informed questions, and contribute to the discussion during meetings
- To actively participate in Board Committees, work groups, and other special projects as requested
- » For Review Board Members
 - Participation as outlined in the respective Review Board Operational Guidelines

Duty of Loyalty

I agree that all OPTN Directors, Committee members, and volunteers owe a duty of loyalty to the OPTN when making decisions as stewards of the OPTN. This includes the following duties:

- To offer my advice, viewpoints, recommendations, and votes in furtherance of my obligations to the OPTN
- To protect the confidential information of the OPTN, to use confidential information only as permitted, and to agree to abide by the OPTN Confidentiality Agreement
- To act in accordance with the OPTN Conflicts of Interests Bylaw, to disclose to the OPTN in writing of any employment, investment, familial relationships, or other activities that might provide personal or financial gain related to outcomes of matters affecting the OPTN, particularly with regard to member compliance issues or OPTN policies or bylaws of specific applicability, and will promptly disclose any changes or additions to this list once known to me.
- To take any corrective action that is deemed appropriate by the OPTN Board of Directors upon being informed of any concern that I have an actual conflict of interests or the appearance of a conflict of interests.
- To recuse myself from any meeting, part of a meeting, or vote with respect to any deliberation of action of any Board, Committee, or other OPTN forum or action, in which I may have a conflict of interest, regardless of whether the OPTN has knowledge of such conflict or has taken actions on such conflict.

Duty to Ensure Compliance of the OPTN

I agree that OPTN Directors, Committee members, and volunteers are responsible for ensuring the OPTN's compliance with all applicable Federal laws and regulations, as well as the OPTN Bylaws. By signing this document, I acknowledge that by serving the OPTN, I must carry out the responsibilities of the OPTN authorized by the National Organ Transplant Act of 1984, as amended (NOTA) (42 U.S.C. § 273, et seq.) and the OPTN Final Rule (42 C.F.R. part 121). I will follow NOTA, the OPTN Final Rule, and the OPTN Charter and OPTN Bylaws.

Further, I understand and agree to the following:

- I agree to report any potential violations of the Code of Conduct by other Directors, Committee members, or volunteers directly to the OPTN Compliance Officer(s).
- I understand that if a report is received about a potential violation of the Code of Conduct by me, I will be notified and given seven days to respond to the allegation. I agree to respond within that time period. I understand that I may request an informal discussion with one of the OPTN Compliance Officers. I understand that I may request the presence of a third party at the informal discussion.
- I understand that if a report is received about a potential violation of the Code of Conduct, the OPTN President will be informed.
- I understand that if a report is received about a confirmed violation of a Duty of Loyalty or Duty of Compliance, the OPTN Board of Directors, including HRSA, will be informed.
- I understand that if I violate the Code of Conduct, the OPTN could require any or all of the following:
 - Notice to the OPTN Board of Directors of my violation
 - A letter of explanation
 - A corrective action plan
 - Suspension of my voting privileges for a period of time
 - Suspension of my service for a period of time
 - Removal from my position, according to OPTN Bylaws
 - I agree to cooperate with the OPTN Compliance Officer in review of the report of a potential violation and to respect the outcome of the decision regarding the alleged behavior.

Signature:

Your typed name will serve as your legal signature and indicates your commitment to uphold the duties of an OPTN Board Director, Committee member, or volunteer.

Date:

Please input today's date