

## Policies and Procedures for the Acceptance of Gifts

The Certification Commission for Healthcare Interpreters accepts monetary and in-kind support from private and public organizations to pursue the development of a single, national, open, valid, credible and vendor-neutral certification program for healthcare interpreters. To help ensure the independence, integrity, credibility, and validity of its work, the CCHI adheres to the following principles and policies in accepting such support.

In general, the CCHI accepts monetary and in-kind support that:

- 1) Does not affect the Commission's independence to pursue its work;
- 2) Does not endanger the Commission's integrity or reputation.

The determination of whether financial support is being provided as a gift will be based upon the guidance provided below, and will depend upon the particular characteristics of the funder and funding.

### Definition of terms

A "gift" is defined as a contribution with no tangible reciprocal benefit to the donor. In general, the following characteristics describe a gift:

- a. No participation requirements are imposed. Donor may not request a seat on the Commission or Advisory Board(s) or Working Group (s) in exchange for the gift. Donor may not request attendance at private meetings of the Commission in exchange for the gift. Donor may participate, in a manner and method equal to members of the public, on Commission Committees or Working Groups or respond to public requests for information and comment.
- b. No contractual requirements are imposed upon the CCHI. However the gift may be for a stated purpose, with the use of the funds restricted to that purpose.
- c. The award is irrevocable.
- d. There is no formal fiscal accountability, but the donor may require periodic progress reports and reports of expenditures. These reports will be considered a requirement of good stewardship, rather than as a contractual obligation.
- e. There is no retention by the donor of any intellectual property rights to discoveries or other benefits being provided to the donor other than recognition of the donor's generosity.

## Fund Acceptance

**The Certification Commission for Healthcare Interpreters accepts only those funds that meet all of the following criteria:**

- a. The gift contains no restrictive provisions, such as delays or advance notice concerning publication or dissemination of data and information derived from activities supported by the funds.
- b. Patents, copyrights and other intellectual property rights that result from activities supported by the gift are not claimed by the funder.
- c. All financial interests by any member of the CCHI as it relates to the source of gift and/or funded project need to be disclosed in the conflicts of interest form and will be subject to substantive review by CCHI's Executive Committee prior to the acceptance of the funding at issue.
- d. Press releases and publicity related to the gift will be done jointly and with consent of both the funder and the CCHI.