



International Society for Burn Injuries Operations Manual (SOP AND P&P)

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Overview

Approval and Amendment of Policy Manual

This initial ISBI policy manual will be submitted for a vote of approval by the Board of Directors/Executive Committee. This Policy Manual is meant to be a guide on how to conduct the business and operations of ISBI. This manual serves as the day-to-day operating manual of the Society. This manual is subservient to and cannot supersede the approved and implemented ISBI Bylaws. Once approved, the ISBI Board of Directors/Executive Committee has absolute authority to modify and amend any of the content in this manual.

Review of Policy Manual

The Board of Directors/Executive Committee, Executive Director, and ISBI staff are responsible for reviewing, editing, and suggesting changes to the policy at least once every three (3) years, which will be initiated by staff. All changes must be approved by the ISBI Board of Directors/Executive Committee.

Finance and Budget

Financial Authority and Responsibilities

The International Society for Burn Injuries (ISBI) believes that all financial management responsibilities must be carried out with the highest level of integrity and accountability and transparency, in full compliance with the ISBI Bylaws and all applicable State and Federal laws and regulations. The finance policy is the first step to ensure safeguarding of ISBI assets and the accuracy and reliability of the Society's financial records. The purpose of this policy is to establish authority for financial activities and delegate certain responsibilities to the Executive Director and Officers/Executive Board of the ISBI.

Authority

- The Board of Directors is ultimately responsible for the financial management of all ISBI activities. As per the ISBI Bylaws, the Board of Directors is responsible for the organization but during intervals between Board of Directors meetings it cedes authority to the Executive Committee for the affairs of the organization.
- The Treasurer is authorized to act on behalf of the Board of Directors / Executive Committee (EC) on financial matters when action is required outside of a Board of Directors or Executive Committee meeting.
- The Executive Director is responsible for the day-to-day financial management of the organization. The Board of Directors / Executive Committee authorizes the Executive Director to hire and supervise staff and independent consultants to assist in running the business of ISBI.
- The Executive Director is authorized to sign checks up to \$25,000. Checks over \$25,000 will require the approval and signature of the Treasurer and or President, approval may be granted via email if it is not feasible to have the Treasurer physically sign the check in the interest of time. The Executive Director is authorized to sign all grant checks, regardless of the dollar amount, that are part of the approved grant budgets. The Treasurer must be informed of any checks being signed that are over \$25,000 or in excess of specific budget line items.

- The Executive Director is authorized to enter into contracts for activities that have been approved by the Board of Directors / Executive Committee and in accordance with the strategic plan. The Board of Directors / Executive Committee must authorize any contracts outside of these parameters and all contracts in excess of \$50,000.
- The Executive Director is authorized to manage expenses within the scope of the approved budget, reporting to the EC on variances and the reason for these variances. Any unanticipated expenses or expenses out of line with the budget, in excess of \$10,000 should be approved by the EC.

Responsibilities

The Board of Directors/ Executive Committee (EC) shall:

- Through the Officers, select and retain an external auditor to perform the annual audit.
- Review and approve the annual audit and 990 reports.
- Review and approve the annual operating budget.
- Review financial reports at each board meeting.
- Ensure that each member of the Board of Directors / EC has adequate training to fulfill their financial oversight role.

The Executive Director shall:

- Oversee the development and maintenance of a finance procedure manual which will document detailed financial procedures and internal controls intended to safeguard assets and ensure integrity of financial statements prepared on an accrual basis in accordance with accounting principles generally accepted in the United States of America.
- Ensure compliance by staff and volunteers with all Board of Directors / EC approved policies.
- Develop and submit an annual operating budget, which aligns with the strategic plan, in time for reasonable approval by the Board of Directors / EC prior to each fiscal year.
- Report financial results to the Board of Directors / EC at least quarterly.
- Ensure expenses are paid and required financial reports are submitted on a monthly basis.
- Obtain a minimum of 3 competitive bids or purchases of items and services costing in excess of \$25,000 per unit.
- Conduct an RFP process for all services and vendors with costs exceeding \$50,000 at least every six years as indicated.
- Account for restricted funds separately from general operating funds and clearly define the restrictions applicable to these funds (Elsevier Education Fund).
- Review insurance policies annually to ensure coverage needs are met (currently none). ISBI may occasionally obtain insurance when organizing meetings, training courses, and during the Burn Center Assessment Program.
- Avoid actions that would expose the organization, its board, or its staff to claims of liability.

Annual Audit

The ISBI shall arrange for an audit of its financial statements on an annual basis. The audit is to be conducted by an independent accounting firm that possesses the necessary financial expertise and understanding of the ISBI's industry and structure.

The ISBI Audit Committee is responsible for the selection of the audit firm, subject to the approval of the Executive Committee, considering the firm's expertise, experience, and fees. The Audit Committee will conduct an RFP for a new audit firm at a minimum of every three years (the committee may choose to continue with the same audit firm). The Audit Committee shall oversee the work of the auditor and conduct periodic private sessions with the firm to identify and discuss any concerns which are then relayed to the Board as necessary.

The auditor shall issue an Independent Auditor's Report summarizing their audit opinion and any significant findings. The audit firm will present their audit report first to the Audit Committee and then to the Board of Directors / EC. The Board of Directors / Executive Committee must approve the annual audit report. The auditor shall also prepare the annual federal and state 990 reports. The draft 990 reports will be provided to the Board of Directors / Executive Committee for review and approval prior to submission. Once finalized and signed, the auditors will submit all 990 reports on behalf of the ISBI.

Banking and Authorized Signatures

The operating funds of the ISBI will be kept in an interest-bearing account. The Executive Director will be a signer on all bank accounts. The President and Treasurer will be named on each account and will be able to serve as a signer of checks and transferer of funds in the event the Executive Director is unable to sign checks. The amounts of these checks and the amounts of the transfers are subject to the rules noted in Financial Authority and Responsibilities section above.

Investment and Reserves

Purpose: The reserves of the Society are unrestricted net assets excluding property. ISBI'S reserves should, at a minimum, be sufficient for maintaining operations during times of financial or other stress. A portion of reserve funds may be used as venture capital or seed money for new programs and services necessary for the organization's growth for appropriate multi-year programs and services. These projects can be funded by a majority vote of the ISBI EC.

Procedure:

1. Checking account/operating account – should hold one year of budgeted expenses. If this fund has less than 80% of annual budgeted expenses then money, with Board of Directors/EC approval, should be moved into this account from the short-term reserve account. If the account has greater than 120% of annual budgeted expenses, then money, with Board of Directors/EC approval, should be moved from this account into the short-term reserve account
2. Short term reserve account - should hold a total of 1,000,000 dollars in rotating short-term CD in three different financial institutions. If the checking account/operating account has a shortfall money from the Short-term Reserve will be transferred to the checking account/operating account as described above. If the short-term Reserve Account has greater than 120% of its target of 1,000,000 dollars, then money, with Board of Directors/EC approval, should be moved from this account into the Long-term Reserve account
3. Long term reserve account – this account is meant for long-term security and strategic needs. Money can be moved from this account only with Board of Directors/ Executive Committee approval. Reasons for withdrawal from this account would be financial hardship or strategic plans of the Board.
4. An Independent Investment Advisor (IIA) will be selected by the EC to manage the investments and reserves of the Society. The EC approves the investment strategy suggested by the IIA, and the IIA will make a presentation at least once per year to the Board of Directors outlining the investment strategy suggestion for the next fiscal year or period. The IIA will have a responsibility to manage and invest funds as appropriately.

Custody and Control of Assets

All ISBI assets will be managed by the ISBI Executive Director, who is charged with their safekeeping and the reporting of such to the Board of Directors at least annually. This includes all bank accounts, cash, checks, furniture, and equipment and is consistent with other policies contained herein – most notably

all activity into or out of the Short-term Reserve and the Long-Term Reserve accounts must have Board of Directors/Executive Committee approval.

Grants and Restricted Funds

ISBI shall pursue funding from grants and restricted funds to the extent that such funding is available and consistent with the strategic plan.

The ISBI shall comply with all applicable laws, regulations, guidance, and agreements in the receipt, use, and administration of restricted funding. Financial reporting requirements and the appropriate release of temporarily restricted funds are completed and monitored by the Executive Director, and the ISBI Treasurer.

Capitalization and Depreciation

Property and equipment are recorded at cost or fair value if contributed. It is ISBI's policy to capitalize expenditures for long-lived assets if they are over \$1,000. Repairs and maintenance are charged to expense, and renewals and betterments that extend the useful lives of assets are capitalized.

Depreciation and amortization are provided on the straight-line method over the following estimated useful lives:

- Furniture and Fixtures: 7 to 10 Years
- Information Technology and Software: 3 to 10 Years

Procurement

The ISBI will seek to obtain the best value at the best price through solicitations from at least three comparative vendors for products and services over \$25,000. As a general matter, the ISBI will accept the lowest responsible bid unless quality or other significant programmatic imperatives provide compelling reasons that another bid would better serve the organization's needs. It is also ISBI's policy to comply with applicable federal and state regulations and ISBI'S conflict of interest policy.

In order to ensure compliance with applicable regulations, President Elect, Treasurer, and the Executive Director enforce purchasing practices. Purchases for the office ultimately must be approved by the Executive Director.

ISBI may from time to time wish to engage a vendor who provides unique expertise or product. Competitive bidding may be impractical or counterproductive in such instances. Therefore, the Executive Director shall be authorized to engage such sole source vendors and shall inform the EC of the compelling reasons to engage the vendor. The Executive Director will notify the EC as to the reasons for not following normal procurement policies and seek the EC's approval to move forward with engaging the vendor.

Considerations

Positive efforts shall be made by the ISBI to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. ISBI shall take all the following steps to further this goal.

1. Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.

3. Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.
4. Encourage, when practical, contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.

Use the services and assistance, as appropriate and practical, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms and women's businesses.

Administrative Policies

Registered Agent

The Executive Director is the *registered agent* of ISBI for the State of Arizona; the address of record is that of the ISBI central office. As required by the State of Arizona, a change in registered agent must be by resolution adopted by the ISBI Board of Directors and signed by a duly authorized officer. A change in address of record only may be submitted by the registered agent.

Contracts & Legal Review

The ISBI requires that a written contract be used if the arrangement involves any significant risk or potential liability that needs to be allocated between the parties or if it involves a situation where the duties and responsibilities of the parties are not basic or obvious. Contracts or agreements may be originated either by the ISBI or by the other party to the agreement. In either case, all significant contracts should be reviewed by ISBI's legal counsel prior to execution.

The Executive Director will ensure that the EC is informed about major contractual commitments.

Decisions to involve legal counsel in contracts and other issues will be made by the Executive Director and EC. Staff may work directly with legal counsel if approved by the Executive Director.

Copyrights and Trademarks

It is the policy of the ISBI to protect and to prevent misuse, unintended use, and modification of licensed materials in a way that would change their meaning. ISBI invests in publishing activities by copyrighting all material submitted for publication purposes (including, but not limited to, the ISBI journals, websites, courses, products, etc.). Whenever possible, ISBI should be the sole copyright holder on all published materials. However, the granting of joint copyright and limited- and/or unlimited-use licenses is permissible provided that: 1) the arrangement provides a tangible benefit to ISBI, 2) the arrangement is in writing and signed by the Executive Director, and 3) the arrangement does not imply ISBI endorsement of company products or services. Copyright registration documents, as owned by ISBI, will be maintained and stored by a designated staff member.

All ISBI logos and other related materials are to be protected by registering them as trademarks or service marks of the ISBI. Until such time as registration occurs, the official symbol [™] will be used, identifying the work as the property of ISBI. Once official registration is accomplished, the official symbol [®] will replace the symbol [™]. The original Office of Patent and Trademark documentation recording the trademark or service mark as owned by ISBI will be maintained and stored by a designated staff member.

Permissions (Use of ISBI copyright materials)

All materials posted on this site are subject to copyrights owned by the International Society for Burn Injuries (ISBI) and other individuals or entities. Any reproduction, retransmission, or republication (in whole or in part) of any document or information found on this site is expressly prohibited, unless otherwise agreed to by ISBI or other copyright owner and expressly granted in writing to consent to reproduce, retransmit, or republish the material. All other rights reserved.

The names, trademarks, service marks, and logos of ISBI appearing on this site may not be used in any advertising or publicity, or otherwise to indicate ISBI's sponsorship of or affiliation with any product or service, without ISBI's prior express written permission. All other trade and/or services marks are the property of the respective entities and may not be used without their express permission. ISBI is not responsible for the misuse of other trade and/or service marks by individuals or entities not employed by the ISBI.

Although the ISBI site includes links providing direct access to other Internet sites, ISBI takes no responsibility for the content or information contained on those other sites and does not exert any editorial or other control over those other sites.

ISBI is providing information and services on the Internet as a benefit and service in furtherance of ISBI's nonprofit and tax-exempt status. ISBI makes no representations about the suitability of this information and these services for any purpose.

To request use of the material that is copyrighted or trademarked by the ISBI, email office@worldburn.org

Authorized Use of Logos

No individual or organization may use the ISBI logo without express permission from the Executive Director. If granted permission, it must be acknowledged that the use of the ISBI logo does not confer any right, title, or interest in the logo.

Apparent Authority

The following policy is intended to protect ISBI from legal liability arising from the activities of ISBI members or employees who may appear to third parties to be speaking or acting with the real or apparent authority of ISBI. Consequently, this policy applies to all ISBI members, employees, and outside contractors who might take action or make oral or written statements that carry or appear to carry the authority of ISBI. This includes ISBI officers, regional representatives, directors, committee, subcommittee, task force, and ad hoc group chairs and members, and any others in leadership positions in ISBI's governance structure.

Official positions or statements, be they written or oral, whether issued explicitly or implicitly by or on behalf of ISBI, must be approved in advance. Approval can be either by the ISBI President or the Officers of the EC. The correspondence or statements must then be limited to what has been authorized and must be within the scope of the duties of the volunteer or staff.

Statements made by ISBI members, employees, or outside contractors that could be interpreted as issued by or on behalf of ISBI must include a clear and conspicuous disclaimer indicating that they are not made by or on behalf of ISBI.

Code of Conduct Policy for Employees, Members, Volunteers, Vendors and Partners

Policy Statement

The International Society for Burn Injuries (ISBI) is committed to achieving the highest standards of professionalism, integrity and ethical conduct in its operations and activities and expects its employees, members, volunteers, vendors, and partners to conduct their business activities associated with the ISBI according to the highest ethical standards of conduct and to comply with all applicable laws.

The EC of ISBI has adopted this Code of Conduct Policy (the Policy) to promote the utmost exercise of professionalism when conducting the operations and activities of ISBI:

- promote honest and ethical conduct
- promote a culture of openness and transparency in its work and an appropriate level of sharing of information
- promote compliance with applicable governmental laws, rules and regulations and industry accreditation and professional standards
- promote the proper use of ISBI resources
- protect members and employees from any form of discrimination or harassment and any form of bullying
- establish a procedure for reporting any violations of those standards of conduct

This policy applies to all ISBI employees, members, volunteers (including members of the Board of Directors), vendors, and partners, collectively known as stakeholders. The Board of Directors retains the authority to decline volunteer service from, bar from membership or expel from membership, or discontinue to work with any individual determined to have violated any of the provisions set forth in this Policy. The Executive Director has the right to terminate employment of any employee determined to have violated any of the provisions set forth in this Policy

Professionalism

Stakeholders are accountable for conducting themselves in a responsible, honest and ethical manner that upholds and promotes the ISBI's values and mission. All stakeholders must (a) conduct themselves at all times by applying the highest standards of ethical behavior, appropriate and polite conduct, honesty and professionalism, (b) avoid any appearances of favoritism, and (c) demonstrate a commitment to carrying out professional responsibilities and adhering to the highest ethical principles.

The ISBI promotes a culture of open and honest communication among stakeholders. Where appropriate, there should be transparency in work on behalf of the ISBI and sharing of information. The goal is to foster a climate of trust and respect among all ISBI stakeholders.

Leaders of the ISBI are expected to demonstrate leadership by example.

Compliance with Laws

Any individual acting on behalf of the ISBI must act in compliance with all laws and regulations that govern the operations of the ISBI, including, in particular, processes and procedures related to grant administration and maintaining the confidentiality of personal or otherwise protected information. Any questions on such laws or regulations should be directed to the ISBI's Executive Director or President.

Use of ISBI Resources

Unless otherwise specifically approved in writing or in a separate ISBI policy, the ISBI prohibits employees and members from utilizing ISBI resources, for any reason other than legitimate ISBI business.

Compliance with Professional Standards

Individuals acting on behalf of the ISBI must act in compliance with all standards of professional ethics that have been established by external professional societies for their various professions.

Sexual & Other Unlawful Harassment

The ISBI is committed to a work environment in which all individuals are treated with respect. The ISBI expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, national origin, age, disability, marital status, ancestry, pregnancy, protective order status, military status, unfavorable discharge from military service, sexual orientation, gender-related identity, citizenship status, arrest record, expunged or sealed convictions or any other legally recognized protected basis under federal, state or local law (the Protected Bases).

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the ISBI's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by ISBI.

To be clear, harassment on the basis of any other Protected Bases (e.g., race or sexual orientation) is also strictly prohibited.

Prohibition of Bullying or Other Abusive Conduct

ISBI prohibits any form of bullying or abusive conduct in the operations or activities of ISBI. "Bullying or abusive conduct" is conduct of an individual in connection with his or her relationship with ISBI, with

malice, that a reasonable person would find hostile, offensive, and unrelated to ISBI's legitimate business interests.

Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Abusive conduct need not be tied to a protected characteristic to constitute a violation of this Policy.

Conflicts of Interest

The ISBI has a separate, comprehensive Conflict of Interest Policy (See below) with which all stakeholders must comply, and which lays out the procedure for review of conflict situations.

Other Inappropriate Conduct

This Policy is not meant to be an exhaustive list of the types of conduct which could be considered unprofessional or unethical and thus constitute a violation of this Policy. The ISBI recognizes that other forms of conduct may be sufficiently inappropriate, unprofessional or unbecoming to constitute a violation of this Policy. The ISBI expects its employees, the Board of Directors, members, volunteers, vendors, and partners acting for or on its behalf to act with the utmost professionalism at all times.

Reporting and Investigation of Inappropriate Conduct

Any member (including an Officer of the EC) or employee that is or becomes aware of conduct that may violate any provision of this Policy must promptly report that conduct as follows:

- Actions prohibited by this Policy involving (1) an Officer or (2) the Executive Director, must be reported to the President.
- Actions prohibited by this Policy involving (3) an employee or (4) any member (other than an Officer), must be reported to the Executive Director and the President.
- Actions prohibited by this Policy involving (5) the President, must be reported to the Immediate Past President or President-Elect.

After receiving a report of an alleged violation of this Policy, the ISBI will promptly take all appropriate actions necessary to conduct a thorough investigation and take appropriate remedial action where required. All employees and members are expected to cooperate in any internal investigation of an alleged violation of this Policy.

Employees of the ISBI may also file a charge of discrimination, harassment or retaliation.

Prohibition on Retaliation

The ISBI prohibits any form of discipline, reprisal, intimidation or retaliation for reporting a violation of this Policy in good faith, for filing a claim related to such a violation or for cooperating in a related investigation.

Administration of this Policy

The Executive Director and the President are jointly responsible for the administration of this Policy. If any individual has questions regarding this Policy, s/he should contact the ISBI's Executive Director.

Whistleblowers

The Whistleblower Policy is intended to encourage and enable ISBI members, employees and others to raise concerns related to COI or other issues within the organization for investigation and appropriate action.

A whistleblower, as defined by this policy, is an ISBI member or employee who reports an activity that he/she considers to be in violation of the Society's COI or other policy or is unethical or puts the ISBI at risk. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures.

All such reports should be directed to the ISBI Executive Director. If the issue relates to the Executive Director, the reporting should be directed to the President-Elect of the ISBI.

To report any concerns, complaints and other issues, please contact ISBI at office@worldburn.org or call +1 (346) 505-3528.

With that goal in mind, no employee or volunteer who, in good faith, reports a concern shall be subject to retaliation. Moreover, an employee or volunteer who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including termination of employment or dismissal from the position.

Document Retention

The ISBI must retain certain records, usually for a specific amount of time. The accidental or intentional destruction of these records during their specified retention periods could result in fines and penalties, obstruction of justice charges or other serious legal consequences. This Document Retention Policy identifies the responsibilities of ISBI staff, volunteers, and members of the Board of Directors for the retention and destruction of ISBI's documents.

Retention/Destruction Obligations:

- All paper or electronic documents identified on the Record Retention Schedule (the "Schedule") noted below must be transferred to and maintained for the period of time indicated on the Schedule.
- All other paper documents (i.e., not identified in the Schedule) should be destroyed after three years.
- All other electronic documents (i.e., not identified on the Schedule) should be deleted from all individual computers, databases, networks, other storage devices and back-up storage after one year.
- No paper or electronic documents will be destroyed or deleted if pertinent to a litigation hold notice, to an active or anticipated government investigation or proceeding or to any active or anticipated litigation (employees should check with the Executive Director or outside legal counsel if they are unsure).
- No paper or electronic documents should be destroyed or deleted as required to comply with applicable government audit standards.

All ISBI staff, volunteers, and members of the Board of Directors must comply with this Policy, the Records Retention Schedule and any litigation hold notices. An employee's failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

Any violations of this Policy should be reported to the Executive Director. No one will be subject to, and the Society prohibits, any form of discipline, reprisal, intimidation or retaliation for reporting incidents of inappropriate conduct of any kind, pursuing any record destruction claim or cooperating in related investigations.

Questions about this Policy should be directed at the Executive Director.

RECORD RETENTION SCHEDULE

RECORD	RETENTION PERIOD
Employment Records	
Applicant Records, including applications for employment and resumes, employee offer letters, pre-employment tests and test results	1 year after creation or the hire/no-hire decision, whichever is later
Employee benefit plans subject to ERISA (includes plans regarding health and dental insurance, 401K, long-term disability and Form 5500)	6 years since the record was required to be disclosed
Background Check Records	5 years from when the background check is conducted
I-9 Forms	3 years after the date of hire or 1 year after employment is terminated, whichever is later
Employment Contracts, including employment agreements, termination or separation agreements and any amendments thereto	Permanent if current (10 years if expired)
General Personnel Records, including accepted offer letters; documentation regarding hiring, promotion, demotion, transfer, lay-off, termination or selection for training; job descriptions, performance goals and reviews; garnishment records	Duration of employment + 3 years
Injury and Illness Incident Reports (OSHA Form 301) and related Annual Summaries (OSHA Form 300A); Logs of work-related injuries and illnesses (OSHA Form 300) Supplemental record for each occupational injury or illness (OSHA Form 101); Log and Summary of Occupational Injuries and Illnesses (OSHA Form 200)	5 years following the end of the calendar year covering such records
Employee tax records	4 years from the date tax is due or paid
Pension plan and retirement records	Permanent
Workers' compensation records	Duration of employment + 3 years
Payroll Records	
Payroll records/registers	3 years
Federal procurement contract and related weekly payroll documents	4 years from completion of contract
Time sheets cards; piece work tickets; wage rate tables; pay rates; work and time schedules; earnings records; records of additions to or	2 years

RECORD	RETENTION PERIOD
deductions from wages; records on which wage computations are based	
W-2 Forms and Statements	6 years
W-4 Forms and Statements	4 years
Corporate Records	
Articles of Incorporation, Bylaws, Corporate Seal	Permanent
Annual corporate filings and reports to secretary of state and attorney general	Permanent
Board policies, resolutions, meeting minutes and committee meeting minutes	Permanent
Contracts	Permanent if current (10 years if expired)
Construction documents	Permanent
E-mails (business related)	3 years
Fixed Asset Records	Permanent
IRS Form 1023 (Application for charitable and/or tax-exempt status)	Permanent
IRS Determination Letter	Permanent
Sales and purchase records	3 years
State sales tax exemption documents	Permanent
Records relevant to an audit or review, including memoranda, correspondence and other communications	7 years after conclusion of audit or review
Accounting and Finance	
Accounts Payable and Receivables ledgers and schedules	7 years
Annual audit reports and financial statements	Permanent
Annual plans and budgets	2 years
Bank statements, cancelled checks, deposit slips	7 years
Business expense records	7 years
Cash receipts	3 years
Check registers	Permanent
Electronic fund transfer documents	7 years
Employee expense reports	7 years

RECORD	RETENTION PERIOD
General ledgers	Permanent
Journal entries	7 years
Invoices	7 years
Petty cash vouchers	3 years
Tax Records	
Annual tax filing for the organization (IRS Form 990 in the US)	7 years
Filings of fees paid to professionals (IRS Form 1099 in the US)	7 years
Payroll tax withholdings	7 years
Earnings records	7 years
Payroll tax returns	7 years
State unemployment tax records	Permanent
Legal and Insurance Records	
Property appraisals	Permanent
Copyright registrations	Permanent
Insurance claims/ applications	Permanent
Insurance disbursements and denials	Permanent
Insurance contracts and policies (Directors and Officers, General Liability, Property, Workers' Compensation)	Permanent
Leases	6 years after expiration
Real estate documents (including loan and mortgage contracts, deeds)	Permanent
Trademark registrations, evidence of use documents	Permanent
Warranties	Duration of warranty + 7 years
Accreditation	
Planning Documents	Current accreditation period or 12 months, whichever is longer.
Completion Records/Certificates	Current accreditation period or 12 months, whichever is longer.
Disclosures	Current accreditation period or 12 months, whichever is longer.

RECORD	RETENTION PERIOD
Conflict of Interest Resolutions	Current accreditation period or 12 months, whichever is longer.

Consultants

Management seeks to balance the size of the permanent staff of the Society with fluctuating workloads. As such, it may from time to time engage individuals, including interns, support personnel and professionals to work on a consulting basis, on time limited, specific assignments.

In order to be classified as a consultant, the ISBI will have the right to control or direct only the result of the work and not what will be done and how it will be done.

Competitive bidding is generally impractical and inappropriate for independent contractors. Therefore, such individual consulting arrangements are not covered by the procurement policy, but staff will adhere to all appropriate IRS guidelines regarding such arrangements.

Expense Reimbursement Policy – Vendors

ISBI will reimburse vendors for reasonable expenses incurred while conducting official business on behalf of ISBI, subject to the guidelines and procedures set out in this policy. Vendors include members and non-members who are paid to perform a service for the ISBI. The specific types of expenses that may be reimbursed and procedures for requesting reimbursement are set out below. This policy is intended to qualify as an “accountable plan” under the Internal Revenue Code (IRC) and relevant Treasury Regulations.

Reimbursable Expenses

Expenses that may be reimbursed under this policy are:

- Business travel expenses, including transportation, lodging and meals.
- Miscellaneous business expenses approved in advance by the Executive Director.

ISBI will only reimburse expenses that meet the substantiation requirements set out below. Expenses not addressed in this policy, such as personal entertainment, are not reimbursable.

Travel Expenses

ISBI will generally reimburse vendors for business travel expenses incurred in accordance with the guidelines set out below. Vendors should always use the lowest-priced transportation option that is reasonably available.

Air Transportation. Vendors must travel in economy class or the lowest-priced coach airfare available, taking into consideration preferred airports, preferred arrival and departure times, connection times and other restrictions, including cancellation and change fees. Premium fares, such as fares for first-class or business-class travel, are reimbursable only in circumstances that have been approved in advance by the Executive Director as part of the vendor contract.

Baggage Fees. Airline charges for checked baggage are reimbursable in each of the following circumstances:

- The vendor is traveling for longer than 2 days.
- The Executive Director has approved the charge in advance of the flight.

Frequent Flyer Plans. Vendors may personally retain frequent flyer awards that accrue from business travel. However, vendors will not be reimbursed for tickets purchased with frequent flyer miles.

Changes and Cancellations. ISBI will not reimburse vendors for penalties and other charges for flight cancellations or changes.

Automobile Transportation and Parking. Personal Vehicles. If use of a vendor's personal vehicle is required for business purposes, vendors will be reimbursed at the mileage rate set by the Internal Revenue Service (IRS). Tolls and parking fees are also reimbursable. However, ISBI will not reimburse vendors for expenses that are not necessary for business purposes, such as:

- Parking tickets.
- Vehicle repairs and maintenance.
- Fines for moving violations.
- Vehicle towing charges.

Vendors using a personal vehicle for business purposes should ensure that their automobile insurance covers business travel.

Ground Transportation. Vendors will be reimbursed for ordinary and reasonably priced ground transportation, including buses, shuttles, taxis and car services to and from airports or railroad stations and between the vendor's hotel and other business-related locations.

Rail Transportation. Vendors may use rail travel when it is less costly than air travel. Vendors are expected to choose the lowest, most reasonable fare available, taking into account preferred arrival and departure times, applicable connection times and other restrictions, including cancellation and change fees. Reimbursement of penalties and other charges for cancellations or changes is governed by the rules applicable to air transportation, as set out above.

Hotels and Lodging. ISBI will reimburse vendors for the cost of standard accommodation in a reasonably priced hotel for overnight stays during business trips. Vendors seeking reimbursement for lodging expenses must submit an itemized hotel receipt or statement which indicates that full payment has been made and contains:

- The name and location of the hotel or other lodging.
- The date or dates of the vendor's stay.
- Separately stated charges for lodging, meals, telephone and other expenses.

Vendors traveling to locations where the ISBI has negotiated discounted rates or a master account with a particular hotel must stay at that hotel.

Vendors are not entitled to reimbursement for incidental personal expenses, such as movies, dry cleaning, mini bar, etc. Such charges should be subtracted from the hotel bill total before entering the hotel bill charge on the expense report. In the event that a vendor is staying at a hotel where the ISBI has a master account, the vendor should present a personal credit card at check-in to cover such incidental personal expenses.

ISBI will pay room cancellation fees for guaranteed room reservations only in extenuating circumstances, as determined by ISBI in its sole discretion.

Meals. ISBI will reimburse vendors for the reasonable cost of their own meals while on official ISBI business. However, ISBI will not reimburse vendors for meals that ISBI, in its sole discretion, determines are lavish or extravagant or for the cost of any alcoholic beverages. The cost of all meals in one day may not exceed \$100.

Vendors must provide receipts or other appropriate substantiating documentation for each meal taken throughout the trip. Vendors may include the expense of gratuities up to 20%.

Expense Reimbursement Requests

Vendors may request reimbursement for business-related expenses incurred in accordance with this policy by completing and signing an expense reimbursement form, obtaining written approval as may be required herein and submitting the completed and signed form, including all receipts and appropriate substantiating documentation as required by this policy, to the Executive Director. Expense reimbursement forms are currently available on ISBI's website under the Resources Tab under Forms.

Expense reimbursement forms must include original receipts or other appropriate substantiating documentation for each expense showing:

- The amount paid.
- The date the expense was incurred and paid.
- The vendor or provider's name and location.
- The nature of the expense.
- Other information required by this policy.

Expense reimbursement forms relating to business use of a vendor's personal vehicle must list the:

- Miles driven.
- Origin and destination.
- Date.
- Business purpose.

Expenses over \$25 will not be reimbursed without a receipt. Receipts or other supporting documentation are desired but not required for expenses less than \$25. Vendors must submit expense reimbursement forms within 30 days of incurring the expense. The ISBI will not reimburse vendors for any expenses submitted after this deadline.

The manager responsible for the project must verify that the expenses are permissible, and that documentation is adequate and accurate and sign the expense reimbursement form. The Executive Director then must approve (by signing) the expense reimbursement form. ISBI reserves the right to refuse any expense reimbursement request that is inaccurate, does not include the appropriate substantiating documentation, is submitted late or otherwise fails to fully comply with ISBI's policy, as determined by ISBI in its sole discretion. Expense reimbursement forms may be subject to audit by ISBI or appropriate agencies.

If a vendor receives an excess reimbursement, the vendor must report and return any excess amounts to the Executive Director within 60 days.

Expense Reimbursement Payment

Payment Date. ISBI will reimburse vendor expense reports within 30 days of receiving a complete expense reimbursement form that includes all required receipts and substantiating documentation.

Section 409A of the Internal Revenue Code. Reimbursements under this policy are intended to comply with IRC Section 409A and applicable guidance issued thereunder or an exemption from the application of Section 409A. Accordingly, all provisions of this policy shall be construed in a manner consistent with the requirements for avoiding taxes or penalties under Section 409A. The number of reimbursements provided under this policy in any calendar year shall not affect the number of reimbursements provided during any other calendar year and the right to reimbursements hereunder cannot be liquidated or

exchanged for any other benefit. Notwithstanding any provision of this policy, ISBI shall not be liable to any vendor for any taxes or penalties imposed under Section 409A on any reimbursements hereunder.

Administration of This Policy

The Executive Director is responsible for the administration of this policy. Any questions about this policy or the ISBI travel and expense reimbursement procedures should be directed to the Executive Director. Violations of this policy should be reported to the Executive Director, or the ISBI President.

Volunteer/Board Policies

Conflict of Interest Policy

Introduction

The ISBI is a not-for-profit professional organization whose objectives are to promote the art and science of burn care, teaching, research, prevention, and rehabilitation. As such, public trust in the independence and integrity of the organization's scientific and educational endeavors, governance, and charitable activities is essential. The organization recognizes that its representatives (defined below) include professionals in all areas of burn care, and that a great variety of relationships will ordinarily exist between ISBI representatives and other professional societies, private or governmental organizations, academic institutions, and industry partners. Further, the ISBI realizes that there will be occasions when an actual or potential conflict of interest will arise between the interests of these entities and those of the ISBI. This Policy has been developed to define conflicts of interest, requirements for their disclosure by ISBI representatives, and a mechanism for resolution of any conflicts by the ISBI to ensure that actions taken are in the best interest of ISBI. This process will protect the ISBI and ISBI representatives' decision-making from bias or improper influence by individual, personal, business or financial interests.

Definitions

ISBI representative: The following people will be considered as representatives of the ISBI:

1. All paid employees (full- or part-time) of the ISBI.
2. ISBI-contracted parties and agents, including those involved with ISBI in the provision of goods or services.
3. All other individuals participating in decision-making roles for the ISBI, including members of the Board of Directors and Executive Committee, committee members and chairs, those who influence the selection and delivery of education and others.
4. All members (Active, Senior, Honorary, Resident/Student, Institutional) of the ISBI when they are participating in decision-making roles for the ISBI and/or providing ISBI-sanctioned education activities.

A "family member" is a spouse, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, of an ISBI representative.

A "second entity" is any organization, company, professional society, or academic institution that has as all or part of its purpose selling a product or service, promoting commercial interests, advancing academic credentials, increasing or maintaining professional reputation, producing or presenting academic or research information, or other business that could result in a material gain for an individual.

A "material financial interest" in a second entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an ISBI representative's judgment with respect to transactions to which the entity is a party. This may include employment, royalty, contracted research, consulting, speaking, teaching, stockholder, or other.

A "competing relationship" is defined as a vested interest in a second entity where the ISBI representative has a vested interest in the success of an organization or entity and that entity offers some product or service that competes with the ISBI in some manner. This may include serving as a volunteer on another Board or in a leadership capacity.

A "contract or transaction" is any agreement or relationship on behalf of the ISBI between an ISBI representative and a second entity involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to ISBI is not a contract or transaction.

Conflict of Interest (COI): A potential conflict of interest exists whenever an ISBI representative has any material financial interest in, or competing relationship with, any second entity that might influence or be perceived to influence their activities on behalf of the ISBI, or in the setting of an ISBI-sponsored or endorsed activity.

Examples could include, but are not limited to:

- A representative of ISBI (or family member) is engaged in some capacity or has a material financial interest in a transaction on behalf of ISBI.
- A representative of the ISBI (or family member), is engaged in some capacity or has a material financial interest in or relationship with a second entity that competes with ISBI.
- A representative (or family member) has a material financial interest or competing financial or non-financial relationship with a second entity in which the results of research or patient care could affect the representative's remuneration, employment, academic status, or reputation.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from any second entity can constitute a conflict or duality of interest when it might be inferred that such action was intended to influence or possibly would influence the ISBI representative in the performance of his/her duties or participation in ISBI activities. This does not preclude the acceptance of items or entertainment of nominal or insignificant value, or which are not related to any particular transaction or activity of the ISBI.

Activities which could be affected by conflict of interest could also include, but are not limited to, voting on ISBI proposals, elections, or bylaws changes, participating in committee activities, presenting at the ISBI annual meeting or any meeting endorsed by the ISBI, participating in ISBI educational or research programs, publication of research presented at the ISBI meeting, or in the ISBI's *Journals: Burns and Burns Open*.

Disclosing Conflicts of Interest

All ISBI representatives are required to annually disclose all potential conflicts of interest as defined above. Reporting of potential conflicts of interest shall be done by completing the ISBI COI disclosure statement. COI statements filed by members of the Board of Directors and Committee Chairs will be

maintained in a database available to all ISBI members. Each ISBI representative is also expected to update his or her disclosure statement whenever any material change occurs in his or her relationships.

Reporting a potential COI on the ISBI Disclosure form will not automatically prevent an individual from working with or volunteering for the ISBI. Potential COIs will be evaluated as described below and action recommended based on that evaluation.

Lines of reporting and review within the ISBI organization are as follows:

- **EC Officers and Board of Directors:** All members of the Board of Directors, or candidates for election or appointment to the Board, complete the COI reporting form yearly, and submit it to the ISBI President and Executive Director for review.
- **Committees:** Chairs of all committees will submit COI forms annually to the Board of Directors. Committee members will submit COI forms to their Committee Chairs.
- **Employees:** Employees of ISBI will report potential COI annually to the Executive Director.

Conflict Resolution

Any event in which a significant COI is revealed or expected will be evaluated by the group to which the COI report was submitted. Every effort to resolve the COI within that group should be made. If a topic of discussion arises where an individual has a conflict or perceived conflict, it is the responsibility of the individual to disclose their potential conflict, regardless of whether this has previously been disclosed on an ISBI disclosure form or not. Following the disclosure, the group involved in the discussion could take any of the following actions to resolve the conflict:

1. Allow continued involvement in deliberations and decision making
2. Recusal – allow continued participation in discussion but not voting
3. Excused – member is excused from discussion and voting

If a COI cannot be resolved by the primary group to which it was submitted, this will be reported to the COI Committee for evaluation and resolution. Any COI which cannot be resolved by this mechanism will be reported to the Board of Trustees, along with recommendations from the COI committee for action to be taken.

In most cases it is anticipated that potential COI can be resolved without any other action required. However, when required, possible actions for COI resolution available to the Board of Trustees include, but are not limited to dismissal from role, rescinding ISBI membership, cancelling participation in ISBI-sponsored activities, or reporting to relevant academic institutions, publications, or grant-sponsoring agencies.

Undisclosed Conflict of Interest Situation

If an ISBI representative becomes aware of an unreported potential conflict of interest, they are encouraged to report on the issue.

If the issue involves an ISBI-sponsored educational activity, reporting should be to the Education or Program Committee. If the issue is directly related to other Committee activities, reporting should be to that Committee.

All other undisclosed or perceived COI issues should be reported to the COI committee.

During evaluation of potential COIs, any ISBI representative involved in that issue will be recused from discussing, deliberating and/or voting on any action to be recommended or taken.

Confidentiality

Disclosures are not considered confidential and are available on the members' section of the ISBI website. All reports of potential conflict of interest situations shall be considered confidential information and shall not be released to any individual not authorized to view the report. ISBI representatives are expected to exercise care not to disclose confidential information acquired in connection with such disclosures.

When an ISBI representative is a director, committee member, or other active participant in another organization (other than ISBI), the ISBI representative may not disclose or use confidential information of the ISBI or otherwise make disclosures that could be injurious or disadvantageous to ISBI.

Review of policy

Each member of the Board of Directors and employees shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.

Changes made to this policy will be recommended by the Conflict of Interest Committee and approved by the EC. Any changes to the policy shall be communicated to all ISBI representatives.

Assignment of Rights

ISBI encourages its volunteers to participate in the creation and development of creative and useful works in connection with their service to ISBI. The works created can be classified either as works created for the ISBI or works previously created.

The classifications are described as follows:

Works Created for the ISBI

Through participation in the ISBI, one may, either individually, through committees, and/or in conjunction with ISBI staff and/or outside consultants, participate in the creation and development of works that are subject to copyright protection. Volunteers agree that all such works created, in whole or in part, in connection with ISBI membership (collectively, the "Works") shall be considered specially commissioned works of ISBI and shall be owned by ISBI. Content creators assign to ISBI ownership of all rights, title and interest in the Works. In return, ISBI grants the creator a license to use the ideas contained in the Works for noncommercial purposes. Additional licenses may be granted upon request for creators and others who wish to use portions of the Works for noncommercial purposes (see Copyright Usage Permission policy).

Volunteers must annually sign a general copyright agreement form and volunteers may also be asked to sign specific copyright agreements for certain projects. The ISBI reserves the right to decline a volunteer's offer to perform service if the volunteer refuses to assign copyright to the ISBI in advance of project development, is legally unable to assign copyright to the ISBI, or fails to respond to related requests.

Works Previously Created

As a participant in ISBI activities, a volunteer may have the opportunity to present materials that have been developed previously, or to include these materials in derivative works developed for ISBI. The author of these materials conveys to ISBI the right to adapt and/or reproduce the materials and the author's personal likeness in handout, flyer, book, electronic, or other form. Further, the author should understand and agree that ISBI will use the work to carry out its charitable mission and that ISBI may include the derivative work or portions thereof in other ISBI projects and may distribute and/or sell the derivative work. Whenever materials are used in this fashion, the original author will receive full credit for the contribution and will have editorial control over the final version, authorization for which will not be reasonably withheld. This right to publish, adapt, distribute and sell previously developed work shall be applicable to ISBI but does not preclude the author's ownership right in the original work or the right to use the materials in any way seen fit.

Expense Reimbursement Policy - Volunteers

ISBI's practice is to reimburse volunteers for certain expenses incurred during the period of volunteer service in connection with travel and other business on behalf of ISBI, subject to the guidelines and procedures set out in this policy and approval by the Executive Director. With the exception of reimbursement of expenses as addressed in the "Board Travel Reimbursement Policy," all volunteer expenses must be approved by the Executive Director at least one week prior to the expense being incurred in order to be submitted for reimbursement.

The specific types of expenses that may be reimbursed and procedures for requesting reimbursement are set out below. This policy is intended to qualify as an "accountable plan" under the Internal Revenue Code (IRC) and relevant Treasury Regulations.

Reimbursable Expenses

Expenses that may be reimbursed under this policy are:

- Business travel expenses, including transportation, lodging and meals.
- Business meals and entertainment.
- Miscellaneous business expenses approved in advance by the Executive Director.

ISBI will only reimburse expenses that meet the substantiation requirements set out below. Expenses not addressed in this policy, such as childcare costs and personal entertainment, are not reimbursable.

Travel Expenses

ISBI may reimburse volunteers for business travel expenses incurred in accordance with the guidelines set out below. Volunteers should always use the lowest-priced transportation option that is reasonably available.

Air Transportation. Volunteers must travel on the lowest-priced coach airfare available, taking into consideration preferred airports, preferred arrival and departure times, connection times and other restrictions, including cancellation and change fees. Premium fares, such as fares for first-class or business-class travel, are reimbursable only in circumstances that have been approved in advance by the Executive Director or President.

Volunteers must obtain pre-approval of premium fares from the Executive Director. While volunteers are not otherwise eligible for premium fare reimbursement, they will be reimbursed for a seat upgrade in the Main Cabin Economy section if the leg of the flight is longer than 6 hours in duration. For flights that are shorter than that, if they would like to spend personal funds or use frequent flyer miles to upgrade to a premium seat from the lowest-priced coach fare they may do so.

Baggage Fees. Airline charges for checked baggage are reimbursable in each of the following circumstances:

- transporting materials belonging to ISBI
- traveling for longer than 2 days
- Executive Director has approved the charge in advance of the flight

Frequent Flyer Plans. Volunteers may personally retain frequent flyer awards that accrue from business travel. However, volunteers will not be reimbursed for tickets purchased with frequent flyer miles.

Changes and Cancellations. ISBI reserves the right to determine whether to reimburse volunteers for penalties and other charges for flight cancellations or changes, taking the particular circumstances into account.

Automobile Transportation and Parking. Personal Vehicles. If use of a volunteer's personal vehicle is required for business purposes, volunteers will be reimbursed at the mileage rate set by the Internal Revenue Service (IRS). Tolls and parking fees are also reimbursable. However, ISBI will not reimburse volunteers for expenses that are not necessary for business purposes, such as:

- Parking tickets
- Vehicle repairs and maintenance
- Fines for moving violations
- Vehicle towing charges

Volunteers using a personal vehicle for business purposes should ensure that their automobile insurance covers business travel.

Rental Cars. If a volunteer uses a rental car for business purposes, ISBI may reimburse the volunteer for the reasonable cost of the rental car, gasoline, tolls and parking fees. Volunteers must reserve an economy or standard-sized vehicle. Upgrades to full-size vehicles are permissible only with advanced approval by the Executive Director and if required due to the number of passengers.

When renting a car for ISBI business, volunteers should accept the additional insurance coverage offered by the rental car company.

Ground Transportation. Volunteers may be reimbursed for ordinary and reasonably priced ground transportation, including buses, shuttles, taxis and car services to and from airports or railroad stations and between the volunteer's hotel and other business-related locations. In the event more than one volunteer takes the same ground transportation, the expense reimbursement form should reflect all passengers.

Rail Transportation. Volunteers may use rail travel when it is less costly than air travel. Volunteers are expected to choose the lowest, most reasonable fare available, taking into account preferred arrival and departure times, applicable connection times and other restrictions, including cancellation and change fees. Reimbursement of penalties and other charges for cancellations or changes is governed by the rules applicable to air transportation, as set out above.

Hotels and Lodging. ISBI may reimburse volunteers for the cost of standard accommodation in a reasonably priced hotel for overnight stays during business trips. Volunteers seeking reimbursement for lodging expenses must submit an itemized hotel receipt or statement which indicates that full payment has been made and contains:

- The name and location of the hotel or other lodging.
- The date or dates of the volunteer's stay.
- Separately stated charges for lodging, meals, telephone and other expenses.

Volunteers traveling to locations where the ISBI has negotiated discounted rates or a master account with a particular hotel must stay at that hotel.

Volunteers are not entitled to reimbursement for incidental personal expenses, such as movies, dry cleaning, mini bar, etc. Such charges should be subtracted from the hotel bill total before entering the hotel bill charge on the expense report. In the event that a volunteer is staying at a hotel where the ISBI has a master account, the volunteer should present a personal credit card at check-in to cover such incidental personal expenses.

ISBI will pay room cancellation fees for guaranteed room reservations only in extenuating circumstances, as determined by ISBI in its sole discretion.

Meals. ISBI will reimburse volunteers for the reasonable cost of their own meals while on overnight travel or where a volunteer is away from his/her normal work location for an entire day on ISBI business. However, ISBI will not reimburse volunteers for meals that ISBI, in its sole discretion, determines are lavish or extravagant or for the cost of any alcoholic beverages. The Executive Director may establish, in advance, a per-dem for particular travel.

Volunteers must provide receipts or other appropriate substantiating documentation for each meal taken throughout the trip. Volunteers may include the expense of gratuities up to 20%.

Reimbursement of business meals and is covered below.

Business Meals and Entertainment

ISBI may generally reimburse volunteers for the reasonable costs of business meals and entertainment as set out below.

Business Meals with Business Affiliates. ISBI may reimburse volunteers for the ordinary and necessary costs of meals with business affiliates if the purpose of the meal is business related. However, ISBI will not reimburse volunteers for meals that A, in its sole discretion, determines are lavish or extravagant or for the cost of any alcoholic beverages.

When submitting expense reimbursement forms for business meals, volunteers must submit receipts specifying the names of the attendees, their business affiliations and the business purpose served by the meal.

Miscellaneous Expenses

Conferences and Professional Development. ISBI may reimburse volunteers for the cost of attending professional development or continuing education programs approved in advance by the Executive Director, including travel costs and registration fees, provided that the content of the program is of a substantive nature that relates directly to the volunteer's volunteer responsibilities.

Conference registration fees and other similar expenses should be paid directly by ISBI in advance of the event but may be reimbursed following the event if prior payment by ISBI is not possible.

Communications. ISBI will reimburse volunteers traveling on business for the reasonable costs of business-related:

- Phone calls.
- Internet service fees.

Volunteers must present receipts and other substantiating documentation itemizing costs and identifying the parties contacted.

Expense Reimbursement Requests

Volunteers may request reimbursement for business-related expenses incurred in accordance with this policy by completing and signing an expense reimbursement form, obtaining written approval as may be required herein and submitting the completed and signed form, including all receipts and appropriate substantiating documentation as required by this policy, to the ISBI.

Expense reimbursement forms must include original receipts or other appropriate substantiating documentation for each expense showing:

- The amount paid.
- The date the expense was incurred and paid.
- The vendor or provider's name and location.
- The nature of the expense.
- Other information required by this policy.

Expense reimbursement forms relating to business use of a volunteer's personal vehicle must list the:

- Miles driven.
- Origin and destination.
- Date.
- Business purpose.

If a receipt or other substantiating documentation is not available, the volunteer must submit a written explanation of why the documentation cannot be provided. ISBI, in its sole discretion, will evaluate the explanation and determine whether the expense is reimbursable. Receipts or other supporting documentation are requested; however, they are not required for expenses less than \$25.

Volunteers must submit expense reimbursement forms to the Executive Director within 30 days of incurring the expense. ISBI will not reimburse volunteers for any expenses submitted after this deadline.

The Director must verify that the expenses are permissible, and that documentation is adequate and accurate. The Executive Director then must approve (by signing) the expense reimbursement form. ISBI reserves the right to refuse any expense reimbursement request that is inaccurate, does not include the appropriate substantiating documentation, is submitted late or otherwise fails to fully comply with ISBI's policy, as determined by ISBI in its sole discretion. Expense reimbursement forms may be subject to audit by ISBI or appropriate agencies.

If a volunteer receives an excess reimbursement, the volunteer must report and return any excess amounts to the ISBI within 60 days.

Expense Reimbursement Payment

Payment Date. ISBI will reimburse volunteer expense reports within 30 days of receiving a complete expense reimbursement form that includes all required receipts and substantiating documentation.

Section 409A of the Internal Revenue Code. Reimbursements under this policy are intended to comply with IRC Section 409A and applicable guidance issued thereunder or an exemption from the application of Section 409A. Accordingly, all provisions of this policy shall be construed in a manner consistent with the requirements for avoiding taxes or penalties under Section 409A. The number of reimbursements provided under this policy in any calendar year shall not affect the amount of reimbursements provided during any other calendar year and the right to reimbursements hereunder cannot be liquidated or exchanged for any other benefit. Notwithstanding any provision of this policy, ISBI shall not be liable to

any volunteer for any taxes or penalties imposed under Section 409A on any reimbursements hereunder.

Administration of This Policy

The ISBI Treasurer and the Executive Director are responsible for the administration of this Expense and Reimbursement Policy - Volunteers policy. Any questions about this policy or the ISBI travel, and expense reimbursement procedures should be directed to the ISBI Treasurer & the Executive Director. Violations of this policy should be reported to the Treasurer, the Executive Director, or the President of the ISBI. Any volunteer who violates this policy may be subject to disciplinary action, up to and including removal from membership.

Review of Executive Director's Performance

A performance appraisal shall be conducted annually for the ISBI Executive Director in accordance with good management practices and Key Performance Indicators (KPIs) set forth by the Executive Committee and the Executive Director. As such, the Board of Directors has established the following procedure for the annual performance appraisal of the Executive Director:

1. The ISBI President requests the Executive Director's self-evaluation based on previously set KPIs. In addition, the ISBI President may solicit multi-rater feedback on the Executive Director from members of the Board of Directors and the ISBI staff team or other key volunteers.
2. Based on this feedback and the president's experience of working closely with the Executive Director, a draft appraisal is developed.
3. The ISBI President discusses the final appraisal with the Executive Committee.
4. The ISBI President then discusses the appraisal with the Executive Director to review the past year's performance.
5. The ISBI President presents the review to the Executive Committee and a recommendation for bonus/compensation adjustment is recommended.
6. The Executive Committee approves any bonus or salary changes.
7. The President provides a signed copy of the evaluation to the Executive Director.
8. The Executive Director drafts goals (KPIs) for the following year working closely with the President-Elect.
9. The goals for the coming year are reviewed and approved by the Executive Committee.

Executive Director Succession Plan

In order to ensure the continuous coverage of executive duties and to provide continuity during executive transition, both of which are critical to the ongoing operations of ISBI, the following procedures shall be enacted in the event of the absence (whether planned or unplanned) of the Executive Director. An "absence" as used in this policy is defined as the inability of the Executive Director to fulfill the duties of the position as described in the position description and does not refer simply to the physical absence of the Executive Director from the executive office.

Temporary Unplanned Absence

Short Term

A temporary absence is one in which it is expected that the Executive Director will return to the position once the event precipitating the absence is resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave such as a vacation or retirement. A short-term absence is anticipated to be three months or less.

In the event of an unplanned temporary absence of the Executive Director, the Executive Director shall immediately inform the ISBI President of the absence. As soon as is feasible, the president shall convene a meeting of the Executive Committee to affirm the procedures prescribed in this plan and shall notify the Board of Directors.

The Executive Director will, circumstances permitting, identify to the president which member of the management team is best prepared to serve as acting Executive Director in the absence of the Executive Director. If the Executive Director is not able to make a recommendation to the president, the President will make the determination. If this identified individual is unable or unwilling to serve for any reason, a backup candidate may be selected. If no suitable backup candidate is identified, the ISBI President will serve as the acting Executive Director. In any event, a motion shall be formally adopted at an official meeting of the EC clearly stating who shall have legal authority to act on behalf of ISBI as the acting Executive Director during this period. The ISBI president or acting Executive Director shall communicate the temporary leadership structure to the ISBI staff, key suppliers, and volunteers, as deemed appropriate. The Executive Director shall make every effort to mentor key members of the staff leadership team to ensure that a suitable short-term replacement is available in the event of an emergency and to regularly discuss these matters with the president.

The person appointed as acting Executive Director shall have the same full authority for decision-making and independent action as the regular Executive Director. As with the Executive Director, the president will have responsibility for monitoring the work of the acting Executive Director. The EC will also be alert to the special support needs of the acting Executive Director in this temporary leadership role.

Long Term

A long-term temporary absence is one that is expected to last more than three months but for which the Executive Director is eventually expected to return to regular duties. The procedures and conditions to be followed shall be the same as a short-term temporary absence with one addition—the EC will give immediate consideration to whether ISBI should engage an experienced executive from outside the organization (possibly from firms that specialize in these types of temporary CEO placements) or whether a temporary director-level staff person from outside the organization should be engaged to fill the management position left vacant by an internal temporary promotion of one of the current directors to the acting Executive Director position. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the acting Executive Director to carry out the duties of both his/her prior director-level position and the Executive Director function.

If the long-term temporary absence continues for more than 11 months, the EC should consider the option that the absence could become permanent.

Permanent Unplanned Absence

A permanent unplanned absence is one in which it is determined that the Executive Director will not be returning to the position but for which no absence has been foreseen. The procedures and conditions shall be the same as set forth in the temporary unplanned absence process with one addition, the Board of Directors shall appoint a Search Committee to plan and carry out a transition to a new permanent Executive Director.

The composition of the Search Committee shall be the members of the EC (7 members). The president-elect will chair the Search Committee. The EC may authorize the Search Committee to engage a

professional executive search firm should the Search Committee find this necessary. Taking into consideration feedback from the Board, the Search Committee shall select a candidate based on a minimum two-thirds majority vote. The ISBI President and the ISBI's Treasurer are authorized to negotiate an appropriate employment agreement on behalf of ISBI that offers reasonable and comparable salary, benefits, and terms to those of like organizations. ISBI may hire a legal counsel to draft the contract agreement between ISBI and the New Executive Director.

Permanent Planned Absence

A permanent planned absence is one in which the Executive Director announces his/her plans to vacate the position at some point in the future, preferably with a minimum of six months' notice. In this event, the EC shall appoint a Search Committee to plan and carry out a transition to a new permanent Executive Director following the guidelines set forth above. Further, the Executive Director will assist the Search Committee as requested by the committee and may serve on the Search Committee in an ad hoc capacity as determined by the Search Committee Chair. Additionally, the ISBI President, Treasurer and the ISBI's legal counsel are authorized to negotiate an appropriate employment transition agreement on behalf of ISBI with the current Executive Director to ensure a smooth transition of executive authority and to provide counsel and advice to the new Executive Director and ISBI leadership after the departure of the previous Executive Director, as may be determined to be necessary.

Board Nominations & Elections

Nominating Committee Process

1. The ISBI Office calls for and collects nominations, then confirms that nominees meet length-of-membership requirements. (Nominees must have at least been active members of the ISBI for 6 years)
2. The ISBI Office emails nominees and invites them to confirm their interest, and to submit a CV and personal statement
3. The ISBI Office compiles information and forwards it to the Nominating Committee
4. The long list of nominees is culled based on fixed requirements:
 - history of service work on behalf of the ISBI
 - satisfactory record of professionalism
5. The short list of nominees is critiqued according to qualifications such as:
 - quality of service work on behalf of ISBI
 - leadership in other professional organizations
 - History of publications in the ISBI Journals
 - advocacy efforts
 - community work, including education, prevention and disaster planning
 - involvement in peer support efforts
 - qualifications based on position descriptions
6. The Nominating Committee prepares a slate. The slate addresses the needs of the Board of Directors and the EC to maintain representative composition and diversity.
7. The Nominating Committee brings forth to the EC a slate of at least one person per open position for discussion and approval by email and teleconference. Once the EC has reviewed and approved this slate, it will be sent to the membership for an electronic vote.

ISBI Committees

Standing Committees

Standing committees are permanent committees that advance and promote the mission of ISBI. The names, composition, charges and committee service duration are defined in the bylaws.

Board Committees

Board committees are permanent committees that advise the Board of Directors about the corporate operations of the Society. The names, composition, charges and committee service duration are defined in the bylaws.

Membership

Individual Members

Memberships

ISBI individual membership types are based on the World Bank Country Classifications and are periodically reviewed and adjusted by the ISBI Executive Committee.

Dues and Benefits

Individual membership dues are determined by ISBI management and approved by the ISBI Executive Committee. Dues, fees, proration, and grace periods are reviewed annually and revised based on market forces and revenue opportunities. Dues are based on a calendar year (January 1st through December 31st).

Grace Periods

Individual members who have not renewed by December 31st will continue to be listed as members in the online member directory and have access to online member communities for a 90-day grace period beginning January 1st of the new year.

Individual members who have not renewed by December 31st will be excluded from receiving available member discounts on the ISBI Regional Meetings and Biennial Congresses, publications, and the print version of the Journal BURNS and any other member benefits until they renew their membership. Members must maintain their membership in an Active Status for 2 consecutive years in order to qualify for the ISBI Awards and Scholarships.

Transfers and Refunds

ISBI individual membership is tied to the person, and not an organization. Payment cannot be refunded or transferred to another person unless an error occurred during the payment process and the ISBI was notified within 30 days of payment.

Member Community Terms and Conditions

Community Etiquette and Terms and Conditions

Respect others. Focus on the content of posts and not on the people making them. Please extend the benefit of the doubt to newer guests and members; there's no such thing as a stupid question.

Respect the purpose of the community. Use the community to share successes, challenges, constructive feedback, questions, and goals instead of products or services that you provide. If you've found a product or service helpful, please share your experience with the group in a respectful way—not in a sales or promotional way. Use of the worldburn.org by any member or vendor to sell, advertise, solicit or market any products or services is prohibited. Do not upload, post, transmit, share or otherwise make available any unsolicited or unauthorized advertising, solicitations, surveys, promotional materials or other such communications. Using worldburn.org for promoting a product or service may result in immediate loss of access to the site.

Use caution when discussing products. Information posted on the discussion groups and in the libraries is available for all community participants to see, and comments are subject to libel, slander, and antitrust laws.

All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.

Respect intellectual property. Post content that you have personally created or have permission to use and have properly attributed to the content creator. Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants the ISBI and users of worldburn.org a nonexclusive license to display, copy, publish, distribute, transmit, print and use such information or other material. Remember that all users have the right to reproduce postings through the site.

When posting items in our collaborative environment, please indicate if the item is not available for reuse. It's also advisable to contact the owner of any material if you would like to reuse it.

Post your message or documents only to the most appropriate communities. This helps ensure all messages receive the best response by eliminating "noise."

This site is provided as a service for the members of the ISBI. ISBI is not responsible for the opinions and information posted on this site by others. We disclaim all warranties with regard to information posted on this site, whether posted by ISBI or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall ISBI be liable for any special, indirect, or consequential damages or any damage whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

Do not post any defamatory, abusive, profane, threatening, offensive, or illegal materials. Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants ISBI and users of this site the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.

ISBI website committee forums will be actively monitored by the respective committee chair/vice chair for inappropriate postings. In the event that any inappropriate posting is brought to the attention of ISBI the offending party will be removed from the committee forum.

ISBI reserves the right to terminate access to any user who does not abide by the above guidelines.

Awards

Award Policy

ISBI offers awards, and scholarships opportunities to advance the education, prevention, rehabilitation, and research needs of burn care professionals who have shown excellence and dedication in their area of expertise.

Awards will be given biennially, in conjunction with the Biennial Congress of the Society, unless otherwise specified below.

Sponsored Awards

The ISBI may accept funding from time to time from companies that wish to sponsor a monetary award for ISBI members. ISBI will administer the award on behalf of the company but reserves the right to recoup the cost of administration and related fees (plaque creation, postage, etc.) from the monetary award.

If an awardee wishes to waive the monetary award, the funds will be donated directly to the ISBI.

Award Descriptions

ISBI Traveling Fellowship

The ISBI Traveling Scholarship is awarded to active ISBI members (2 scholarships are available) who meet the criteria set forth by the scholarship. The purpose of this scholarship is to provide a broader perspective to newer members of the multidisciplinary ISBI team and address more in-depth practice, or treatment based on the interest of the visiting professional and expertise of the local site. The chosen recipients will be those who have clearly articulated achievable goals for the visit, demonstrated willingness to learn and plan to utilize new knowledge to improve quality patient care.

Nominated by: Self

Selected by: ISBI Nominations Committee

Nursing Award

The Nursing Award recognizes 3 outstanding nurses, members of the ISBI, from developing countries who have made significant contributions to the quality of nursing care for patients with burn injuries. Recognition for this achievement can be through clinical practice, research, and clinical and/or academic teaching presentation during the congress. The Nursing Awards will be announced at the biennial congress during the General Assembly. The 3 successful applicants will receive a monetary award and a certificate. Visit the ISBI Website at www.worldburn.org for more information.

Young Investigator Award

The award was established to promote the activities of the International Society for Burn Injuries (ISBI) by encouraging and motivating young ISBI members from developing countries to conduct burn care related research. This award is given to 3MDs and 3 non-MDs members of the ISBI. The Young Investigator Award is announced at the biennial congress during the General Assembly. The award

includes a certificate and a monetary award. Visit the ISBI Website at www.worldburn.org for more information.

Rehabilitation Specialist Award

The Andre Zagame Outstanding Occupational/Physical Therapist Award recognizes 2 therapists, members of the ISBI, from developing countries who have made significant contributions to burn rehabilitation through clinical practice, education, and research. The award will be announced at the biennial congress during the General Assembly. This award includes a certificate and monetary award. Visit the ISBI Website at www.worldburn.org for more information.

Fortunato Benaim Burn Care Award

The award recognizes Medical Doctors who have: 1. Dedicated their career in advancing burn care. 2. Contributed significantly to the field of burn care in terms of experimental and clinical research. 3. Mentored and trained burn specialists around the world. 4. Made a major national and international impact in the field of burns and thereby reflecting the spirit pioneered by Dr. Fortunato Benaim. All nominations will be submitted to the ISBI Nominating Committee for final approval. The nominating committee will review all nominations and vote to select the recipient of this award. The award will be announced at the biennial congress during the General Assembly. This award includes a certificate and monetary award. Visit the ISBI Website at www.worldburn.org for more information.

Research

Survey Requests

The distribution of survey-based research and quality activities to ISBI members will be facilitated by the ISBI only following application, review, and approval at the discretion of ISBI. The distribution method will be direct messaging to ISBI membership or specific subgroups of ISBI members. Only Active ISBI members who maintained their membership active for a minimum of 2 years are eligible to request a survey to be distributed to the ISBI membership

- ISBI will be responsible for the distribution of online surveys to ISBI members.
- The number of requests will not be an imposition on members with a goal of no more than two **new** surveys per month.
- ISBI's name will be protected from unauthorized use by organizations or individuals.
- There will be no resource implications beyond staff effort to manage the review process and disseminate the surveys for ISBI.
- Members refer to an individual ISBI member undertaking research, not an ISBI member working for an organization undertaking research whereby the research is owned by the organization.

Priority

- Official ISBI surveys (or other research activities) for a strategic purpose will always take priority over all other requests.
- Second priority will be given to other internal ISBI research, such as Committee or Special Interest Group surveys which do not fit the category above.
- ISBI member requests will take the next precedence.

Criteria for Acceptance

- The potential for abstract/manuscript production for ISBI Regional Meeting or Biennial Congress presentation and/or BURNS/Burns Open publication submission.
- Is well-designed to garner useful data.
- Is consistent with ISBI policies, strategic plan, and Code of Conduct.
- Clearly states the way in which results from the research activity will be used.
- Does not address an issue previously included in a recent or proposed survey or target the same group excessively.

If the research activity is unsuitable for distribution by ISBI, the researcher/s will be informed in writing by the Research Committee Chair or the Executive Director

Distribution

If the research activity is approved for distribution to ISBI members, the researchers will be advised in writing of the following conditions that will apply:

- ISBI will distribute up to two emails with an electronic link to the research survey. The research activity link must be live at the time of the email being distributed. *ISBI will distribute any given survey via email twice: a new survey and a follow-up reminder.*
- The survey email received by members from researchers will contain a statement declaring how the results will be used (e.g., paper for publication, thesis, quality initiative, commercial research, etc.) and the name of the organization or individual providing the funding.
- Approved surveys shall contain the following statement: "This survey has been approved for distribution but not endorsed by ISBI."
- A copy of the report, paper or thesis arising from the survey will be sent to ISBI as soon as practicable.

Communications

Contact with Media

All inquiries specific to the ISBI should be referred to the Executive Director. Initial information should be gathered such as the purpose of the statement, outlet, and specific questions if available.

Relevant inquiries are sent to the President (or, in his/her absence, the President-elect) to determine whether the President will serve as the spokesperson or whether another individual should be asked to do so. The staff serves as the intermediary to coordinate interviews, provide written background materials, and track media contacts.

Communication Privacy

Sharing E-mail Addresses and List Removal

ISBI does not share e-mail addresses with other organizations. All e-mail addresses collected within ISBI are kept in strict confidence.

Mailings and Electronic Communication

Postal addresses, e-mail addresses, telephone numbers, and other contact information is used by ISBI to communicate information regarding member benefits, services, and other information. Members who do not want to receive ISBI communications may opt out.

Telephone Numbers

Members who supply their telephone numbers to ISBI may be assured that the telephone number will be kept in confidence by ISBI. Telephone numbers will not be shared with other organizations for non-ISBI purposes.

Email Distribution Purchase Policy

Email addresses are not to be provided to email distribution purchasers under any circumstances. ISBI will only send email on behalf of the purchaser.

Content must be reviewed and approved by designated ISBI staff. Purchaser must submit a request for email distribution for approval via online form prior to invoice. Submission information must include all content, target audience (all members, certain member types, etc.) logos, disclaimers, and requested date/timing for email distribution.

ISBI has the right to refuse any requests based on the nature of content. All purchased email distributions will include *Sponsored Content* in the subject line and disclosure that *the ISBI does not endorse or recommend any product or service, and the sponsor is solely responsible for the content.*

Privacy Policy

The International Society for Burn Injuries is committed to protecting the privacy of its members. This Privacy Policy describes how ISBI collects, uses, and shares your information when you use and interact with our Services and applies to all persons who use our Services (“Users”). Our Privacy Policy governs your access to and use of all ISBI operated and controlled websites including www.worldburn.org (the “Website”), all other publicly available online services controlled or provided by ISBI (collectively, the “Services”).

If you have questions about ISBI’s Privacy Policy or practices, or if you need to contact us about the information we collect about you, our contact information is at the end of this Privacy Policy.

Applicability & Eligibility

Applicability

This Privacy Policy applies only to the Services, and ISBI’s collection, use, disclosure, and protection of membership data. It does not apply to third party websites, applications, or services.

Before accessing, using, or interacting with the Services you should carefully review the terms and conditions of this Privacy Policy.

Information Collection & Use

ISBI collects personal data about its members through various means, including when it is provided during applying for membership, registration for events and webinars, and when we automatically collect information about you when you access, use, or interact with the ISBI. ISBI use this information for a variety of different reasons, including to improve Services and to tailor the Services to the needs of membership.

The types of information ISBI may collect about you include:

Information You Provide to Us:

ISBI Membership & Event Information: ISBI collects certain Personal Data when a member joins ISBI or registers for ISBI events. “Personal Data” refers to information about you that may be used to identify you, such as your first name, middle initial, last name, professional title, credentials, designations, certifications, employment information, gender, email address, phone number, mailing address and ISBI involvement, present and past. ISBI uses this information to provide your membership, register you for events, provide information about memberships and events, and administer the member’s registrations with ISBI.

ISBI Account Information: ISBI may require a member to create an account (an “ISBI Account”) in order to use certain services provided on the website. ISBI does not require a member to register to use all ISBI Services. However, if a member registers for Services offering an ISBI Account, one will gain access to those areas and features of the Services that require registration. ISBI will collect certain information about a member in connection with the member’s registration for an ISBI Account, which may include Personal Data and other information such as a username, password, personal profile, pictures, location, and information about the member’s contacts.

A member is not required to provide Personal Data; however, if the member chooses to withhold certain Personal Data, we may not be able to provide you with certain Services.

Payment Transaction Information: ISBI may collect and store information related to purchases and donations made through the Services. One may provide certain information to complete payments via the Services (ie: PayPal and Clover), including your credit or debit card number, card expiration date, CVV code, and billing address (collectively, “**Payment Information**”), along with name and billing, delivery and shipping address, to complete payment transactions through certain Services.

ISBI works with Service Providers (as defined below) to handle payment transactions. ISBI does not itself collect or maintain credit card or other financial account information; this information is handled for ISBI by external Service Providers. On occasion, an institution or individual will provide the ISBI with credit card details to process payment. In these circumstances, ISBI destroys all credit card data once the payment is processed. One is subject to the Privacy Policies and Terms and Conditions of our Service Providers when purchasing an ISBI membership, shopping for ISBI products, or making donations, the terms of which may differ from those of ISBI for the ISBI Services. Please review the Service Providers’ Privacy Policies and Terms and Conditions before using their services.

Form Information: ISBI may use online forms to request certain information from a member in order to perform certain Services, such as the member’s location to assist in locating our products, or the member’s contact information to assist with contacts or service requests. This information may include Personal Data.

Correspondence Information: If one applies for membership, attends a conference or event, emails ISBI, subscribes for mailing lists, publications, or blogs, ISBI may keep messages, email addresses, and contact information to respond to requests, provide the requested products or Services, and to provide notifications or other correspondences. If a member does not wish to receive email from ISBI in the future, the members need to let ISBI know by sending ISBI an email or by writing to us at the address below. Please note requests to remove email addresses and other information from ISBI lists may take some time to fulfill.

Public Information: ISBI may also collect information about a member from publicly available sources. Information a member makes publicly available in any public or open forum, such as on a social network, may be considered public information for the purposes of this Privacy Policy, and may be accessed and collected by ISBI. Be aware that any content or information a member shares with or provides to third parties using or related to the member's use of the Services is neither private, nor confidential. ISBI is not responsible for any content or information you post or share with third parties. If a member does not wish for certain information to be public, that member must not share it.

Information Sharing

ISBI Personnel: ISBI's personnel may have access to your information as needed to provide and operate the Services in the normal course of business. This includes information regarding your use and interaction with the Services.

Service Providers: ISBI works with various organizations and individuals to help provide the Services to you ("**Service Providers**"), such as website and data hosting companies and companies providing analytics information, like Google Analytics. ISBI may share your personal information with our Service Providers for the purpose of providing the Services. The information we share to our Service Providers may include both information you provide to us and information we collect about you, including Personal Data and information from data collection tools like cookies, web beacons, log files, Unique Identifiers, and location data. ISBI takes reasonable steps to ensure that our Service Providers are obligated to reasonably protect your information on ISBI's behalf. If ISBI becomes aware that a Service Provider is using or disclosing information improperly, we will take commercially reasonable steps to end or correct such improper use or disclosure.

Business Transactions: ISBI may purchase other businesses or their assets, sell our business assets, or be involved in a bankruptcy, merger, acquisition, reorganization or sale of assets (a "**Business Transaction**"). Personal Data may be among assets sold or transferred as part of a Business Transaction.

Lawful Requests: ISBI be required to disclose User information pursuant to lawful requests, such as subpoenas or court orders, or in compliance with applicable laws. ISBI does not generally disclose User information unless ISBI has a good faith belief that an information request by law enforcement or private litigants meets applicable legal standards. ISBI may share personal information it is necessary to comply with applicable laws, to protect ISBI's interests or property, to prevent fraud or other illegal activity perpetrated through the Services or using the ISBI name, or to protect the safety of any person. This may include sharing information with other companies, lawyers, agents, or government agencies. Nothing in this Privacy Policy is intended to limit any legal defenses or objections that a member may have to a third party's, including a government's, request to disclose your information.

Your Rights and Choices Regarding Your Information

Your Rights

Relevant data protection laws provide a member certain rights regarding the protection of personal data, including:

- **the right to access** - Upon request, ISBI will confirm any processing of Personal Data and provide a member with a copy of that Personal Data in an acceptable machine-readable format
- **the right to rectification** – A member has the right to have ISBI correct any inaccurate Personal Data or to have ISBI complete any incomplete Personal Data
- **the right to erasure** – A member may ask the ISBI to delete or remove Personal Data and ISBI will do so in some circumstances, such as where ISBI no longer needs it (we may not delete personal data when other interests outweigh the right to deletion)
- **the right to restrict processing** – A member has the right to ask ISBI to suppress the processing of Personal Data, but ISBI may still store Personal Data
- **the right to object to processing** – A member has the right to object to Personal Data used in the following manners: (a) processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling); (b) direct marketing (including profiling); and (c) processing for purposes of scientific/historical research and statistics
- **the right to data portability** – A member has the right to obtain Personal Data from ISBI that they consented to give to ISBI or that is necessary to perform fulfillment of member benefits with the member. ISBI will release Personal Data in a structured, commonly used and machine-readable format
- **the right to complaint to a supervisory authority** – A member has the right to file a complaint with a supervisory authority, of an alleged infringement if the member considers that the processing of Personal Data relating to them infringes upon their rights
- **the right to withdraw consent** – ISBI relies on a member’s consent to process Personal Data, a member has the right to withdraw that consent at any time. This will not affect the lawfulness of processing based on a member’s prior consent.

Access to the Information ISBI Has Collected About You

ISBI provides certain tools and settings within the Services to help members access, correct, delete, or modify personal information associated with the Services. ISBI welcomes members to contact ISBI regarding the information ISBI has collected about that member, including regarding the nature and accuracy of the data that has been collected about the member, to request an update, modification, or deletion of a member’s information, to opt-out of certain Services uses of the member’s information, or to withdraw any consent the member may have granted to ISBI.

Please note requests to delete or remove personal information does not necessarily ensure complete or comprehensive removal of the content or information posted, and removed information may persist in backup copies indefinitely. Please note that if a member chooses to delete their personal information or opt-out of the collection and use of their information, a member understands that certain features, including but not limited to access to the Services, may no longer be available to them.

ISBI may store the information collected about a member indefinitely, but information generally will be retained only for as long as necessary to fulfill the purposes for which the information was collected, or as otherwise required by law. Following termination or deactivation of an ISBI Account, ISBI may retain a member’s information and content for a commercially reasonable time for backup, archival, and audit purposes.

Opting Out of Communications From ISBI

Users may opt-out of receiving certain communications from ISBI by following the unsubscribe process described in an email communication, or by contacting ISBI. However, a member may not opt-out of Services-related communications, such as account verification, changes or updates to features of the Services, or technical and security notices.

Do Not Track

ISBI does not currently employ a process for automatically responding to “Do Not Track” (DNT) signals sent by web browsers, mobile devices, or other mechanisms. Per industry standards, third parties may be able to collect information, including Personal Data, about a member’s online activities over time and across different websites or online services when you use Services. A member may opt out of online behavioral ads in writing via email to the ISBI Office office@worldburn.org. A member may limit certain tracking by disabling cookies in your web browser.

Information Security

Security of Your Information

ISBI takes reasonable efforts to secure and protect the privacy, accuracy, and reliability of personal information and to protect it from loss, misuse, unauthorized access, disclosure, alteration and destruction. ISBI implements security measures deemed appropriate and consistent with industry standards. As no data security protocol is impenetrable, ISBI cannot guarantee the security of systems or databases, nor can it guarantee that personal information collected about members will not be breached, intercepted, destroyed, accessed, or otherwise disclosed without authorization. Accordingly, any information transferred to or from Services is provided at one’s own risk.

Members are responsible for maintaining the confidentiality of passwords and ISBI Accounts and are fully responsible for all activities that occur under their password or ISBI Account. ISBI specifically reserves the right to terminate members to the Services and any contract that member may have with ISBI related to the Services in the event it learns or suspects that a member has disclosed their ISBI Account or password information to an unauthorized third party.

Additional Provisions Regarding Services & Personal Information

Transfer and Storage of Personal Information

Please note information ISBI collects about a member may be transferred, processed and/or accessed by ISBI in the United States, or another country where we, or our Service Providers operate. Please be aware Personal Data may be transferred to, and maintained on, computers located outside of your state or country where privacy laws may differ from and may not be as protective as those where the member lives. If a member is located outside the United States and choose to allow ISBI to collect information about them, they should be aware that ISBI may transfer the member’s Personal Data to the United States and process and store it there.

If a member is located in the European Economic Area (“EEA”) or other regions with laws governing data collection and use that may differ from U.S. law, please note that ISBI may transfer information to a country or jurisdiction that does not have the same data protection laws as the member’s jurisdiction, as disclosed in this Privacy Policy. It may also be processed by staff operating outside the EEA who work for ISBI or for one of the Service Providers, also as disclosed.

Website Hosting: ISBI works with LightMedia as its web hosting services provider. LightMedia is located in the United Kingdom. ISBI shares a member's data, including Personal Data, with our website hosting Service Provider for the purposes of processing a member's data pursuant to the member's use of the Services.

Data Hosting: ISBI works with LightMedia as its data hosting services provider.

Data Hosting: ISBI works with Mailchimp as its data hosting services provider. Mailchimp is located in Atlanta, Georgia and ISBI'S data are stored by Mailchimp in the United States. ISBI shares a member's data, including Personal Data, with the ISBI website hosting Service Provider for the purposes of processing a member's data pursuant to a member's use of the Services.

Safely Using ISBI's Services

Despite ISBI's safety and privacy controls, we cannot guarantee the Services are entirely free of illegal, offensive, pornographic, or otherwise inappropriate material, or that a member will not encounter inappropriate or illegal conduct from other Users when using the Services. You can help ISBI by notifying ISBI of any unwelcome contact by contacting the ISBI Office.

Changes to ISBI Privacy Policy

ISBI may modify this Privacy Policy from time to time. The most current version of this Privacy Policy will govern ISBI's use of a member's information and will be located at www.worldburn.org.

Website Sponsors

ISBI has determined specific locations on its website that may be made available for sponsorship or advertising opportunities. ISBI reserves the right to decline any sponsorship or advertising request.

It is the expressed intention of ISBI that any sponsor presence on the website be restrained and in good taste, as well as relevant to member interests.

News Releases

All news releases must go through the outlined process before being issued from the ISBI office. Prior to being released, the Executive Director must sign off on all press releases and statements.

Video/Photograph Permission Policy

ISBI occasionally uses photographs and/or video of the Annual Regional Meeting, the Biennial Congress or other events and/or meeting attendees in its publications, website, social media sites, and display boards, or in other publications without further consideration or notification.

By attending these events, members and/or nonmembers grant ISBI permission to use their image.

Journals

Purpose

As the official publication of the International Society for Burn Injuries, *BURNS and Burns Open* will provide the latest information on advances in burn prevention, research, education, delivery of acute care, and research to all members of the burn care team. The ISBI Journals will feature original, peer-reviewed articles presenting the latest information on surgical procedures, acute care, reconstruction,

burn prevention, and research, rehabilitation and education. These original peer-reviewed articles will include topics from the entire multidisciplinary Burn Team. and reports on the newest computer software for diagnostics and treatment. Additionally, the ISBI Journals shall also be the vehicle for various ISBI practice guidelines, white papers, policy statements and announcements.

Industry influence

ISBI journals must maintain editorial independence from both ISBI and companies. ISBI journals will require all authors to disclose financial and other relationships with companies. Likewise, ISBI journals will require editors to disclose financial and other relationships with companies.

The editors-in-chief of ISBI's journals will have the ultimate responsibility for determining when a conflict of interest should disqualify a reviewer from reviewing a manuscript, per policies established by the editor-in-chief.

ISBI journals prohibit the submission of ghostwritten manuscripts prepared by or on behalf of companies.

Editor in Chief

Term

The terms of office of the Burns and Burns Open Editor-in-chief shall appear in the contract between the new Editor-in-chief and ISBI in collaboration with Elsevier, ISBI's Publishing Company. The Editors shall serve 5 years with the possibility of serving a second 5-year term. The editors' performance is reviewed after four years to provide feedback and make a determination as to eligibility to serve a second term.

Overlap of new and outgoing Editor-in-chief is permitted and encouraged. The number of overlap months and salary for the overlap months shall be negotiated at the time the new Editor-in-chief is appointed. The outgoing Editor-in-chief may be asked to serve additional months beyond the term of his/her contract. This additional overlap time shall be negotiated with both the incoming and outgoing Editors when appropriate. Additional terms may be considered by the Board, but typically an Editor-in-Chief would serve no more than two terms.

Selection Process

When the office of Editor-in-chief is vacant or shall be vacant at the end of the current term of office, the Executive Committee of the Board of Directors may consider offering a second term to the current Editor-in-Chief or, shall appoint a chair and members of a search committee to conduct selection activities. The Search Committee shall be dissolved at the conclusion of its activities. The Executive Committee of the Board of Directors shall review the findings and recommendations of the Search Committee and make the final selection of the new Editor-in-chief. A description of the editorial responsibilities and honoraria shall be reviewed and, if necessary, amended by the Executive Committee of the Board of Directors each time this position is vacated and a search committee is appointed, or more frequently at the request of the Executive Committee of the Board of Directors.

Resignation, Dismissal, or Incapacity

An Editor-in-chief may resign. Resignations should be submitted in writing to the EC and shall normally become effective eighteen (18) months after being tendered by the Editor-in-chief.

The ISBI Executive Committee of the Board of Directors may dismiss an Editor-in-chief. Dismissal shall initiate the selection process as outlined above.

In the event of temporary incapacity of an Editor-in-chief, either as declared by the Editor-in-chief or by the ISBI president, an interim Editor-in-chief shall be appointed by the ISBI Executive Committee of the Board of Directors. The interim Editor-in-chief shall ideally be selected from the associate Editors of the journal. Compensation for the incapacitated Editor will cease after 30 days of incapacity, and appropriate compensation will be made to the interim Editor-in-chief until the Editor-in-chief returns to service or is permanently replaced.

Editorial Board

The Editorial Board exists to facilitate the publication of ISBI's journal, *Journal of BURNS*. Members of the Editorial Board, through their experience, knowledge, and expertise, shall advise and assist the Editor in Chief in the peer review of scholarly scientific publications.

All members of the Editorial Board, to include the Managing Editor, the Associate Editor for Reviews, and the Section Editors are appointed by the Editor in Chief. All these appointments are three years, renewable upon review by the Editor in Chief. The Editor in Chief has full discretion to appoint persons to these roles, replace persons who are no longer able or willing to serve in these roles, and to remove any person who is underperforming in their role.

The Managing Editor assists the Editor in Chief by managing activities including but not limited to working directly with the publisher on logistic aspects related to the production of the journal, coordinating reviews and reviewers, and managing the general flow of activities related to producing the Journal BURNS.

The Associate Editor for Reviews is tasked with both reviewing and soliciting review articles for the journal.

The Editorial Advisory Board is the collective of the most active reviewers BURNS and BURNS OPEN. To maintain status as part of this group, it is expected that these reviewers will accept no less than 50% of the review assignments offered to them. If a reviewer consistently turns down more than 50% of manuscripts proposed for their review, the Editor in Chief has the authority to remove their name from the published list in BURNS.

Products and Publications

Product Development Policy

To inform members, the broader healthcare community, and the public, ISBI creates products and publications designed for dissemination. These products may be developed solely by ISBI or in cooperation with another organization.

Any product or publication (i.e., guideline, white paper, book, course, webinar, etc.) developed as part of an ISBI committee, subcommittee, advisory panel, work group, or other ISBI sponsored entity is considered, by definition, a work product of the Society. The policy below applies to all products except any product that offers CEU credits. Refer to the Educational Product Development Policy for all products that involve CEU credits.

If a proposed product requires use of significant unbudgeted resources or pertains to work that falls outside of the typical scope/charge of the entity, the Executive Director may request a completed Product Proposal in writing. If a written product proposal is required, the following process will be followed:

1. Complete a written Product Proposal which includes details about the proposed product and resources required to produce it.
2. ISBI staff will review the initial proposal, determine resource availability, and make recommendations regarding moving forward. The proposal will be submitted to the Board of Directors if significant resources are required.
3. If approved, staff will develop the timeline, pricing strategy and plan for continuing education credits.
4. Content will be developed by the subject matter experts.
5. Final review will be done by the originating Committee or a group appointed by the committee chair.

ISBI members should be given first preference as potential content contributors except where a non-member has clearly demonstrated expertise that would be difficult to find within the member volunteer pool. Content creation groups should be multi-professional and multidisciplinary and conform to the spirit of ISBI's commitment to diversity and inclusion with respect to age, race, ethnicity, gender, and other demographic indicators. If not, justification as to why not should be included in the proposal.

Job Postings

As a service to burn care professionals, the ISBI offers the ability for members and non-members to post open positions in burn centers/hospitals, burn research, and other organizations that support the burn care community through its "Job Opportunities" page on www.worldburn.org.

Posted position descriptions including contact information for respondents are limited to 250 words. The posting will remain active for 6 months unless the ISBI is notified the position is filled prior to the 6-month timeframe.

Payment must be made in advance of posting for non-members. Individual members are encouraged to pay prior to posting open positions but are allowed to pay within 30 days of posting the position.

Education

Continuing Education Mission Statement

Purpose

ISBI is dedicated to stimulating and supporting burn-related research, teaching, medical care, and prevention in accordance with its mission. To advance these goals, ISBI sponsors education which is focused on improving patient outcomes through the delivery of clinical, scientific and evidence-based educational activities.

Content Areas

Continuing education activities are based on identified multidisciplinary team educational needs within the field of burn care including clinical burn care, psychosocial, rehabilitation, reintegration, quality, education, research and burn prevention.

Target Audience

The membership of the ISBI is diverse and represents an interdisciplinary approach to the care of burn patients. ISBI provides continuing education to the entire international multidisciplinary Burn Team.

Expected Results

As a result of their participation in the educational activities, learners will demonstrate improvement in competence and/or performance. Metrics for determination of success include the following:

- *Competence*: Outcomes assessments will demonstrate learners' commitment to applying new strategies in practice through intent-to-change self-reflection questions or paired case scenarios, and audience response questions. Additional end of course assessments may be offered online or in the face-to-face setting.
- *Performance*: Outcomes assessments will show that learners implemented new behaviors in their practices through three- to six-month follow-up surveys and focus groups. The ISBI will send an end of year survey to all learners so they can record the changes in their practice as a result of the learning interventions completed.

Policy on Transparency

ISBI will publicly disclose company support for educational grants such as the Elsevier Education Grant, corporate sponsorships, and research grants when appropriate during all educational activities. Acknowledgement of program sponsorships may occur on signage in registration and other areas and by an announcement at the beginning or end of the program, as well as on slides between sessions.

All volunteers, committee members, BOD and those who are in a position to control educational content are required to disclose all financial and uncompensated relationships, including permitted research support every 12 months.

Policy on Independence

All CE activities sponsored by ISBI shall provide an in-depth presentation that is independent, balanced, objective, and scientifically rigorous.

To maintain the independence of ISBI, the following decisions regarding educational activities must be made free of control of any commercial interest during the planning stage of the educational activity:

- Identification of CME/CE needs
- Determination of educational objectives
- Selection and presentation of content
- Selection of all persons and organizations that will be in a position to control the content of the CME/CE activity
- Selection of education methods
- Development of instructional materials or post-activity documents
- Evaluation of the activity

Independence of the CME/CE provider must be stipulated in the Company Support Letter of Agreement (LOA).

Industry or medical device companies cannot take the role of the non-accredited partner in a joint provider relationship.

Content of CME/CE

ISBI will request approval for educational activities that meet the rigorous qualification as set by the ACCME (for CME), ANCC (for CNE), AOTA (for Occupational Therapy CE), IDFPRA (for Illinois licensed Physical Therapy CE) [when the ISBI Congress is conducted in the US](#) and other accrediting bodies as [deemed](#) appropriate including international accreditation bodies in the congress host countries. As a result of participation in a CE program, learners will demonstrate improvement in competence and/or performance. Metrics for determination of success include the following:

- *Competence*: Outcomes assessments will demonstrate learners' commitment to applying new strategies in practice through intent-to-change questions or paired questions, case scenarios, and audience response questions.
- *Performance*: An end of year survey will be sent to everyone who participated in an accredited educational activity to allow the learner to report on changes in practice as a result of the educational intervention.

Enduring Materials

Enduring materials are online activities delivered through ISBI for CME/CE credits and are available without a specific start and end date. The following information will be communicated to participants of all CME/CE enduring materials, prior to the start of the activity:

- Person/s in control of content, credentials, and disclosures
- Medium or combination of media used
- Method of healthcare provider participation in the learning process
- Estimated time to complete the educational activity
- Dates of original release and the most recent review or update
- Expiration date (date after which enduring material is no longer certified for CME/CE)
- Acknowledgment of company support (only at the beginning or end of the enduring material but not within the educational content; no advertisement [i.e., trade name or product group message])
- CME/CE Accreditation Statement
- Type of activity: knowledge, application, or practice

All accredited enduring materials must be reviewed at least once every three (3) years or more frequently if indicated by new scientific developments.

Enduring materials may be provided or sold to companies, and companies may provide ISBI financial support for development and distribution of enduring materials. However, companies may not act as agents or directly assist with the development or distribution of the activity to learners.

Enduring materials may be commercially supported as noted within the policies on sponsorship. Company support in the form of advertising is not permitted for enduring materials.

Disclosure & COI Resolution

All people in control of educational content are required to disclose all financial and uncompensated relationships, including permitted research support within the last 12 months prior to the start of the educational activity. All disclosures are collected electronically before education planning begins. These disclosures are collected separately for the Annual Meeting and all other educational activities.

Members of any committee developing educational activities are required to submit disclosures every 12 months. The ISBI Office is responsible for collecting disclosures and maintaining the records for COI resolution with the planning materials for educational activities. Any perceived Conflict of Interest is

resolved according to ACCME guidelines. All resolutions are recorded in the system of records and maintained with accreditation documentation.

All presentations given live must include a disclosure slide and verbal disclosure for all speakers. Learners must also be provided with the criteria for successful completion of the educational activity (i.e. end of session survey, written assessment, skills assessment, etc.)

All enduring educational activities that are accredited by ISBI as an approved CE provider will have a front matter advising the learner of the following: the method of participation, criteria for successful completion, persons in control of content, disclosure information/COI resolution, learning objectives, activity dates, CE credits available to be claimed, all accreditation statements as required by accrediting bodies in the approved provider agreement, and contact information for concerns or disputes. All learners must acknowledge the information before proceeding with the activity.

Appropriate Use of Company Support

Any company employee associated with an educational intervention must be removed from the planning, presentation and follow up evaluation before the activity will be approved for CE Accreditation.

Joint Providership

The ISBI does not offer joint accreditation of educational activities.

Social Events

The ISBI will not offer CME/CE accreditation for social events.

Advertising

The ISBI will include accreditation statements in any advertisement of educational materials as defined by the specific guidelines of the discipline which continuing education credits are being offered.

Endorsement of Educational Programs and Products

ISBI may grant endorsement to external groups or organizations of their educational programs, including conferences, publications, and products. Requests for endorsement will be considered only by nonprofit organizations.

For conferences/meetings, ISBI must receive, and be allowed to review, a copy of the preliminary educational program, an estimated budget, and any promotional materials or brochures in advance of their printing. For publications and products, ISBI must receive the final printed version or a prepublication page proof of the activity, along with a statement describing how the activity will improve care of burn patients. The proposed placement of the ISBI logo, if planned, must be shown clearly on the documentation. The ISBI logo may be placed on the product or publication if the external organization so desires, but it must be noted in the front matter of any material carrying the ISBI logo that ISBI has reviewed and endorsed, but not developed, the activity.

A content review of the activity will be carried out by an appropriate ISBI committee or staff. Endorsement will not be granted if the activity is deemed to be competitive with ISBI activities.

Once written approval is obtained from ISBI, no changes are permissible to either the activity itself or the promotional materials associated with the activity without resubmission to ISBI for additional review and reapproval.

A fee shall apply for all endorsements of external activities, as determined by the ISBI Executive Director or his/her designate. Waiver of any fees payable requires approval of the ISBI ED. ISBI requires ninety (90) days to review all requests for endorsement, for which a fee will apply. ISBI committees are not required to pay the endorsement fee but should refer to the ISBI Authorized Use of Logos Policy in this manual for additional information.

Payment of the fee for endorsement of each activity entitles the external group or organization to one set of ISBI membership mailing labels and one-time use of the ISBI logo. Staff will develop and maintain appropriate procedures and documentation to implement this policy.

Webcast Policy

If Continuing Education (CE) credits of any kind are requested for a webcast or series of webinars, the educational planning documents must be submitted in advance of the webcast for review by ISBI. All people in control of content as listed on the planning documents need to have a disclosure completed and any perceived COI must be resolved prior to the webcast.

Speaker Registration Waiver

An invited speaker who is attending an ISBI meeting solely to participate in one presentation and adding a special level of expertise that is not found within ISBI's membership is eligible for waiver of registration. Typically, the speaker receives a complimentary, one-day pass to attend the meeting only for that day. If they wish to attend other aspects of the meeting, they must register and pay the applicable registration fees.

The course director is required to submit a letter stating why this person should not have to register and provide additional information as required by the Program Chair. The event Program Chair has discretion to approve or decline to offer waivers staying within a fixed budget which has been approved by the EC for this purpose. Some flexibility should be maintained to potentially offer additional coverage such as airfare and one night's hotel stay and/or full conference registration, depending on the number of requests, available funding, and the speaker being invited.

Education Approval Process

The following process will be followed for the development of new educational offerings:

1. Complete a New Educational Product Proposal in writing which includes details about the proposed program and resources required to produce it.
2. A subcommittee of the Education Committee will review the initial proposal and make recommendations regarding moving forward. This will be done in conjunction with ISBI staff to determine resource availability.
3. Based on the recommendation, staff will develop the timeline, pricing strategy and plan for continuing education credits.
4. Content will be developed by the subject matter experts.
5. Final review will be done by the Education Committee or a group appointed by the chair.

Grievance Procedures Policy

Any grievances are reviewed by the Executive Director or course planner. If a resolution is not possible, the appropriate committee chair will be consulted. If the resolution is still not possible and/or committee chair intervention is not appropriate, the grievance will be addressed by the Board of Directors Executive Committee.

Exhibits & Sponsorship

ISBI Management of General Company Support (Sponsorship)

ISBI accepts company support in the form of general corporate sponsorship. This type of company support is defined as financial support provided to ISBI in support of the mission or specific educational activity or other programmatic activity. Sponsorship opportunities allow for a company's name and/or logo to be included as acknowledgment of the support and do not confer any rights for product-specific advertising or for exhibiting as described herein.

- ISBI will seek to offer corporate sponsorship opportunities. Corporate sponsorships are not exclusive to one company for one activity; multiple opportunities may be offered per activity.
- All companies will be provided with ISBI's policies and procedures.
- Arrangements for company support of any type cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME/CE activities.
- Company support in the form of corporate sponsorship of overall educational activity is preferred (*i.e., gold, silver, bronze sponsorships, etc.*) as opposed to item-specific sponsorship. However, item-specific sponsorship is permitted but should be reasonably limited to maintain the perception of high educational program integrity and the overall high standards for which ISBI is known.
- ISBI generally accepts item-specific sponsorship for:
 - Social events, receptions, breaks, and meals. Technical equipment and support designed to enhance educational activities, such as interactive audience response systems, personal digital assistant-based schedulers, etc.
 - Hotel-related items, such as keycards, in-room videos, table tent cards, etc.
 - Facility/logistical support, such as message centers, registration desks, massage stations, coat/luggage check, facility rental costs, faculty transportation/housing, Wi-Fi/internet, etc.
 - Noneducational supplies, gifts, and other materials (*i.e., door-drop bags, umbrellas, CD holders, mugs, bags, lanyards etc.*) may be sponsored by companies. Other items may be sponsored based on the needs and location of the activity and will be considered on a case-by-case basis within the overall spirit of this policy.
- Acknowledgment of company support provided to ISBI in the form of sponsorship is required but will not be interspersed within the CME/CE content. During live educational events, acknowledgment of program sponsorship (*company name or logo only no slogans*) may be printed on signage in registration and by announcement in other areas at the beginning or end of a program, and on slides between sessions. Item-specific sponsorship may be acknowledged by placement of the corporate logo on the item sponsored (*i.e., bag, notepad, etc.*) or by signage in conjunction with the sponsored activity (*i.e., in the lunch area*). See the **Education: Commercial Support Policy** for more information about the guidelines regarding commercial support of educational content.
- Whenever a specific educational program receives company support in the form of corporate sponsorship, the following statement will be posted on the ISBI website and on the screen during the session if slides are used.

This is an industry-sponsored educational session. The ISBI Program Committee has chosen the topic and developed the program content based on the needs of program attendees. While ISBI was provided with company support to help offset some of the costs related to this event, this funding has in no way influenced the program content or speaker selection. Where selected speakers may have had a potential conflict of interest because of commercial support they or their institution

received from industry unrelated to this educational event, the Program Committee has taken steps to actively resolve those conflicts to ensure you are presented with a fair and balanced educational opportunity. However, one should note speakers with potential conflicts of interest by reviewing the speaker disclosures within the course CE/CME information and pay close attention to speaker disclosures made from the podium immediately before the event to ensure you are aware of these issues during the presentation. Should one have any questions, concerns, or complaints about this issue, he/she may address them to the Executive Director or any member of the ISBI Board of Directors. One may send their concerns or complaints by email to ISBI at office@worldburn.org.

- Non-CME informational/promotional programs are to be clearly distinguished from ISBI CME programs.

Role of Company-Interest Representatives (when CME or CE are applicable)

Representatives of companies must agree to abide by the ISBI policies and any other regulations or standards that apply to the planning or implementation of CME/CE activities (when applicable).

- A company or its representatives shall not provide CME/CE activities to learners, including the distribution of enduring materials or arranging for electronic access to CME/CE activities.
- Representatives of companies must not act as the agents of the accredited provider in the planning or implementation of CME/CE activities.
- Representatives of companies may attend or participate in CME/CE activities but must conduct themselves in accordance with ISBI policies. ISBI will monitor representatives' behavior. Representatives may not post any materials or signage in or outside the CME/CE activity's location without prior approval from ISBI.
- Expected behavior for representatives of companies includes, but is not limited to, the following:
 - Cannot distribute product promotional materials
 - Cannot pay directly any faculty or author honorarium or reimbursement of out-of-pocket expenses
 - Cannot provide any other payment to the director of the activity, planning committee members, faculty, authors, joint providers, or any others involved with the supported activity
 - Must register with onsite activity planners
 - Cannot participate in the activity by asking questions or inducing participants to ask questions
 - Can invite guests to attend the CME/CE activity, with ISBI approval
 - Cannot pay registration and expenses for attendees
 - Will offer no educational content development ideas during program development or skill station presentations.

Exhibits

Arrangements for commercial exhibits or advertisements cannot influence the planning or interfere with the presentation of CME/CE activities when applicable, nor can they be a condition of the provision of company support for CME/CE activities.

Exhibits must be placed in a space separate from the educational activity space, and not in the requisite entryway to the activity.

A separate contract will be used for exhibition arrangements. This contract will contain the terms, conditions, and prohibitions regarding exhibits associated with educational activity.

In order to exhibit, all exhibitors must sign a contract and agree to exhibitor policies (see Exhibitor Manual) as they are outlined.

Program Policies

ISBI Burn Center Assessment Program Description

The ISBI Burn Center Assessment Program is hoping to improve burn care in low- and middle-income countries (LMIC). This program will increase the engagement of the ISBI in these countries and is consistent with the ISBI's mission.

The Program: This program will visit burn centers, assess their resources and structures, provide burn education and create a roadmap for the center to improve the care their patients receive. The assessment process will be very inclusive, and it is hoped that all centers will be able to join the ISBI Burn Assessment program on an ongoing basis (Full details of the program are on the ISBI website). The cost of travel and lodging for these trips would be borne by ISBI.

The Process: The application cycle will be from September to November each year. The ISBI selection committee is charged with reviewing the applications and selecting burn centers to visit the coming year. The program will visit up to 6 burn centers a year. ISBI will try to visit burn centers in one country or one geographic region at a time to reduce travel burden and expense of the ISBI visiting teams.

Who should apply: Burn centers in low and middle resource countries who want to collaborate with the ISBI to create a roadmap for change in their burn center. A center does not need to be an ISBI member to apply or participate in this program, but ISBI membership is encouraged.

More information regarding the Burn Center Assessment Program can be found on www.worldburn.org.

Burn Prevention Materials

All prevention materials created for the ISBI must have copyright assigned to the ISBI so they may be made available on the ISBI website. Content of any prevention materials must be approved by the Chair and/or an appointed Ad hoc Prevention Committee. The design of materials will be completed by ISBI staff and/or consultants utilizing ISBI colors and branding guidelines.