

IREM[®] Certified Sustainable Property (CSP) program policy

Conflict of interest

Purpose

This policy ensures the integrity, transparency, and impartiality of the IREM Certified Sustainable Property (CSP) certification process by preventing conflicts of interest among individuals involved in advising on certification criteria, administering the program, and evaluating applications.

Scope

This policy applies to all individuals serving in advisory, evaluative, or decision-making roles related to the CSP certification, including Sustainability Advisory Council members, work group members, application reviewers, staff, and service providers.

Policy statement

All individuals making decisions, advising, or providing support for the CSP program must act in the best interest of the CSP and avoid any situation where personal, financial, or professional interests could compromise—or appear to compromise—their impartiality.

Requirements

1. Disclosure of Interests

- Individuals must disclose any current or prior relationships, financial interests, or affiliations with organizations seeking CSP certification.
- Disclosures must be submitted annually and updated promptly if circumstances change.

2. Recusal Procedures

- Individuals must recuse themselves from any discussion, review, or decision-making process involving an applicant with whom they have a disclosed conflict.
- Recusals must be documented and reported to the program administrator.

3. Oversight and Enforcement

- IREM will maintain a record of disclosures and recusals.
- Violations of this policy may result in removal from decision-making roles and other disciplinary actions as deemed appropriate.

Acknowledgment

All individuals making decisions, advising, or providing support for the CSP program must sign an annual acknowledgment affirming their understanding of and compliance with this policy.