



Society for Clinical Data Management
DATA DRIVEN

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Policy and Procedure Manual

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Administrative Staff Expenses

Expenses for administrative staff must comply with the Volunteers' Expenses policy. Any exceptions must be approved in advance by the appropriate Board of Trustee (BOT) member.

Advertising: Data Basics

The Society for Clinical Data Management (SCDM) accepts advertising in Data Basics but reserves the right to accept or reject any one or all advertisements. Advertising is at the discretion of the publication editors. Advertisers assume full responsibility for all content of advertisements, including text, representations and illustrations. SCDM reserves the right to refuse any advertisement for any reason. The advertiser agrees to hold SCDM harmless from any and all claims or suits arising out of publication of any advertising. SCDM assumes no liability, including but not limited to, compensatory or consequential damages, or any errors or omissions in any advertisement.

Upon receipt of an advertisement request, the SCDM Administrative office will provide the requested advertisement to the Data Basics Editor(s) for review and approval. Should the Data Basics editor have concerns regarding the content and suitability of the proposed advertisement, he/she will consult with the SCDM BoT Liaison prior to accepting or rejecting the advertisement.

Advertisements are expected to promote products and services appropriate to the practice of the clinical data management. Advertisements are non-commissionable to agencies and payment is the ultimate responsibility of the advertiser. Payment in full is due in advance of publication.

Advertising Rates** are subject to change on an annual basis, SCDM website will always list current information. All ad rates are net, non-commissionable.

Advertisers purchasing multiple ad packages will have the option of placing those ads anytime within the 12-month period following receipt of payment by SCDM.

Full Page	210	X	297mm	(EU)
	8.27 inches X 11.69 inches (US)			
Horizontal half page	210	X	148 mm	(EU)
	8.27 inches X 5.83 inches (US)			
Vertical quarter page	105	X	148mm	(EU)
	4.13 inches X 5.83 inches (US)			

Advertising requests and payments received after published deadlines may not be included in the next publication. This is at the discretion of the SCDM and the Administrative office. Cancellations or changes in advertising requests by the advertiser or its agency 5 days or later after the submission deadline will not be accepted.

Mechanical Requirements for Advertisements are as follows:

Do not send logos/photos/images from word processing software, presentation software or Web sites. Files should be saved in the native application/file format in which they were created. Photos/images should be high resolution and received in the file size you wish to have it printed. - 600 dpi or higher for black and white; 300 dpi or higher for color/grayscale.

Acceptable file formats include AI, EPS, and high resolution PDF, PSD, JPEG and/or TIFF.

All forms, artwork, and payments should be submitted to the SCDM administrative office.

Accepted methods of payment are via online credit card through secure server (Visa, MasterCard or American Express) or check.

Advertiser agrees to hold SCDM harmless from any and all claims or suits arising out of the distribution of his/her web site link and content of web site. SCDM assumes no liability, including but not limited to compensatory or consequential damages, for any errors or omissions in connection with any ad. SCDM reserves the right to refuse or delay advertisements due to content or volume.

Advertising: Data Connections (e-newsletter)

On a once monthly basis the Society for Clinical Data Management (SCDM) will send the SCDM e-newsletter (Data Connections) to the SCDM Membership electronic mail distribution list. Web site links as advertisements can be included in Data Connections as a form of advertisement. Data Connections will be sent out the last business day of each month.

Acceptance of web site links for inclusion in Data Connections will be at the sole discretion of SCDM.

Requests for advertisements must be received by [SCDM](#) (sent to: JElfand@scdm.org) by the 15th of the month prior to guarantee the advertisement will be included in that month's publication.

Payment in full must be received within 5 days of the request. Accepted methods of payment are via online credit card through secure server (Visa, MasterCard or American Express) or check. Checks should be mailed to the SCDM administrative office.

Advertising requests and payments received after these deadlines may not be included in the next publication. This is at the discretion of the SCDM Administrative Office.

Upon receipt of an advertisement request, the Administrative Office will provide the requested advertisement to the Data Connections Editors for review and approval. Should the editor have concerns regarding the content and suitability of the proposed advertisement, he/she will consult with the SCDM BoT Liaison prior to accepting or rejecting the advertisement.

Acceptance of the advertisement for publication in the SCDM e-newsletter will be based primarily upon professional merit and suitability (i.e., topic, scope, and perceived interest to SCDM membership).

SCDM has the discretion to include SCDM business and multiple advertising web site links in Data Connections.

The costs for electronic distribution of an individual link to a web site, including a brief description of the company and services (6-line maximum) as advertisement to the membership via the SCDM eNewsletter are as follows are subject to change on an annual basis. Ads should be posted to the SCDM website in the Media Kit section.

Advertisers purchasing multiple ad packages will have the option of placing those ads anytime within the 12-month period following receipt of payment by SCDM.

Cancellations or changes in advertising requests by the advertiser or its agency must be received in writing (email is acceptable) no later than five (5) days after the submission deadline. Cancellations or changes in advertising requests received more than five (5) days after the submission deadline will not be accepted.

Advertiser agrees to hold SCDM harmless from any and all claims or suits arising out of the electronic distribution of his/her web site link and content of web site. SCDM assumes no liability, including but not limited to compensatory or consequential damages, for any errors or omissions in connection with any ad. The SCDM reserves the right to refuse or delay advertisements due to content or volume.

Advertising: Job Posting or Event Posting on Website

The Society for Clinical Data Management (SCDM) provides opportunities for Job Postings or announcement of upcoming events of interest to the SCDM membership on the SCDM website. The SCDM website will be updated on the 1st and the 15th of the month to include new event announcements. These postings will be made available in the Announcement section of the Society’s website. Job postings will be updated upon submission. These postings will be made available in the Job Postings section of the Society’s website. Acceptance of a posting on the SCDM website will be based primarily upon professional merit and suitability (i.e. scope and perceived interest to the SCDM membership).

Requests for job postings along with payment information must be received by SCDM via the online submission form. Requests for event postings must be received by SCDM in email format sent to GVettore@scdm.org , once received the event posting will be added to the SCDM website on the 1st or 15th of the month.

Payment in full must be received when the job posting is requested. Accepted methods of payment are via online credit card through a secure server (Visa, MasterCard or American Express). If a company is unable to pay by credit card, an invoice must be requested by contacting info@scdm.org. Job postings will not be added to the website until payment is received. Checks should be mailed to:

North American Office	Global Headquarters	India Office
Society for Clinical Data Management, Inc 1444 I Street, NW, Suite 700 Washington DC, 20005, USA Tel: +1-202-712.9023 Fax: +1-202- 216.9646 info-am@scdm.org	Society for Clinical Data Management, Inc 300 Avenue de Tervueren B-1150 Brussels, Belgium Tel: +32-2-740.22.37 Fax: +32-2-743.15.50 info@scdm.org	Society for Clinical Data Management 203, Wing B, Citipoint (Near Hotel Kohinoor Continental) J.B. Nagar, Andheri-Kurla Road Andheri (East), 400059 Mumbai, India Tel: +91 22 61432600 Fax: +91 22 67101187 info-in@scdm.org

Cost structure:

30 days job posting: Member rate 250 USD; Nonmember rate 295 USD

60 days job posting: Member rate 350 US; Nonmember rate 425 USD

Advertisements for announcements of upcoming calendar events sponsored by other not-for-profit organizations may be accepted in return for reciprocal services of approximately equal value to SCDM at the discretion of the SCDM Marketing Representative, Marketing Co-chairs and the BoT Liaison (the BoT Executive committee may also be consulted).

If a reciprocal opportunity is not available, then inclusion, at no charge to the vendor, of reference to the educational course offering that may be of direct benefit to the members in preparing for the CDM certification exam, may be offered.

Advertisers purchasing multiple ad packages will have the option of placing those ads anytime within the 12-month period following the receipt of payment by SCDM.

Cancellations or changes in posting requests by the advertiser or its agency must be received in writing (email is acceptable) no later than 5 days after the submission deadline. Cancellations or changes in requests received more than 5 days after the submission deadline will not be accepted.

Advertiser agrees to hold the SCDM harmless from any and all claims or suits arising out of the electronic distribution of his/her website link and content of website. SCDM assumes no liability, including but not limited to compensatory or consequential damages, for any errors or omissions in connection with any posting. The SCDM reserves the right to refuse or delay posting due to content or volume.

Apparent Authority

It shall be the SCDM policy that any communication on behalf of the association shall be official, at the direction of the chair, board or executive director. No statements shall be made, either verbal or written that conflict with the position or policy of SCDM. Leadership and staff should understand that by virtue of their position, that statements may be perceived by the public as official and on behalf of SCDM. To control official communications, stationary and business cards shall be for use of the elected chair and staff only.

Members of the board, committees or ad hoc task forces may not use association letterhead.

Staff will prepare letters sent on behalf of the organization with a copy remaining in the office. Exceptions may be made to the policy so long as the purpose of the communication is made known and approved by the chair and/or the executive director in advance; if the exception is approved, a copy of the communication shall be provided to staff within 24 hours of dissemination for permanent file retention.

Certification

Eligibility Requirements for the Certified Clinical Data Manager Examination

You do not need to be a member of the Society for Clinical Data Management (SCDM) to apply for or take the examination to become a Certified Clinical Data Manager (CCDM).

You do not need to be currently employed as a Clinical Data Manager (CDM) in order to apply for or take the examination. You do not have to have a college degree to be eligible to take the examination; however, you must meet one of the following criteria:

- Bachelor's degree or higher plus 2 or more years full time CDM experience
- Associate's degree (2 years) plus 3 or more years full time CDM experience
- No degree plus 4 or more years full time CDM experience
- Part-time work experience will be translated into full time work experience

Anyone who has had his/her CDM certification currently suspended is not eligible to take the certification examination until his or her suspension is completed. Anyone whose name is on the FDA debarment list or has had his or her certification permanently revoked is not eligible to take the certification examination.

Notification

Upon completion of the exam, results will appear on screen. You will receive a print out of your results at the test site. Formal notification will be sent from the SCDM administrative office. If the candidate does not pass the exam, they may re-take the exam within one (1) calendar year of the formal notification for the administrative office of the original exam results. After that time, a full application must be submitted and the full fee structure applies.

Certification Renewal

SCDM Certified Clinical Data Management professionals (CCDMs) are required to renew their certification every three years from the time of their original certification.

The CCDM Renewal application must be submitted along with:

- ♦ Renewal or exam fee
- ♦ CEU submission form
- ♦ CEU certificates from all educational events (Non-SCDM)

To renew certification, candidates must acquire a minimum of 1.8 CEU's within years. This time frame begins from the date of certification until the date the CCDM eligibility expires. SCDM requires that at least 60% of CEUs come from clinical data management (CDM) specific training. SCDM allows up to 40% of CEUs to come from Non-CDM specific training. SCDM will accept CEU certificates* for training completed within organizations that offer IACET CEUs. CEU certificates must be provided for each training course completed.

Certificates* for CEUs from Public/non-profit organizations (SoCRA, SCT, DIA, ACRP, Universities) as well as private organizations will be considered equally; however, internal company training is not applicable.

CEU certificates for training completed by organizations that do NOT offer IACET CEUs are accepted only when the applicant has submitted the *Non-IACET CEU Affidavit Form* to the SCDM Administrative Office and provider is approved by SCDM.

* CEU Certificates **must** include the following:

- ♦ Workshop title
- ♦ Date of offering
- ♦ Name of sponsoring organization
- ♦ Specific number of CEUs issued
- ♦ Signature and date of representative from sponsoring organization

IACET Requirements

As an IACET authorized provider, SCDM must adhere to current IACET requirements for all education programs offering CEUs. The Education staff (comprising the Educational Projects Manager, Certification Manager and Membership and Customer Service Administrator) is responsible for ensuring compliance and conducting the review process.

Conflicts of Interest and Disclosure of Certain Interests

The trustees, officers and employees of the SOCIETY FOR CLINICAL DATA MANAGEMENT [hereinafter "SCDM"] owe a duty of loyalty to the SCDM which requires that, in service to the SCDM, they act not in their personal interests or in the interests of others, but rather solely in the interests of the SCDM. Trustees must have undivided allegiance to the SCDM's mission and may not use their positions as trustees, officers, and/or employees of the SCDM, any information they have about the SCDM, or the SCDM's property in a manner that allows them to secure a pecuniary or other benefit for themselves or their family members ["family member" is defined below].

The directors, officers and employees of the SCDM have an obligation to conduct business within guidelines that prohibit actual or potential Conflicts of Interest with rare exception and only when the specific procedures set by the Policy are followed.

This Conflict of Interest Policy is designed to help directors, officers and employees of the SCDM identify situations that present potential conflicts of interest and to provide the SCDM with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a director, officer or employee has or may have a Conflict of Interest with respect to the transaction.

1. **Conflict of Interest Defined.** For purposes of this Policy, the following circumstances shall be deemed to create Conflicts of Interest:

A. Outside Interests.

- (i) A Contract or Transaction between the SCDM and a Responsible Person or Family Member.
- (ii) A Contract or Transaction between the SCDM and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal

representative, receiver, guardian, custodian, conservator or other legal representative.

(iii) The development or implementation of any certification review materials or course sessions throughout the time the Responsible Person is on the Board or Examination Committee and for a period of two years thereafter.

B. Outside Activities.

(i) A Responsible Person competing with the SCDM in the rendering of services or in any other Contract or Transaction with a third party.

(ii) A Responsible Person's having a Material Financial Interest in or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to an entity or individual that competes with the SCDM in the provision of services or in any other Contract or Transaction with a third party.

(iii) A Responsible Person serving concurrently as a voting member of the SCDM Board of Trustees and any other national organization or certifying body that may influence decisions.

C. Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment or other favors from any individual or entity that:

(i) does or is seeking to do business with, or is a competitor of the SCDM; or

(ii) has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from the SCDM;

(iii) operates under any circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the SCDM.

2. Definitions.

A. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.

B. A "Responsible Person" is any person serving as an officer, employee or member of the Board of Trustees of the SCDM.

C. A "Family Member" is a spouse, domestic partner, parent, child, brother or sister, or spouse of a parent, child, brother or sister, of a Responsible Person. Other close relatives may be considered "Family Members" depending on the circumstances, and each Responsible Person is encouraged to disclose any relationships which could create a Conflict of Interest.

D. A "Material Financial Interest" in an entity is a financial interest of any kind, direct or indirect, which, in view of all the circumstances, is substantial enough that it would, or

reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation. It is also acknowledged that there are "Material Interests" which are not financial but which could result in Conflicts of Interest. Responsible Persons are encouraged to disclose any Material Interest which could create a Conflict of Interest.

E. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, or the establishment of any other type of pecuniary relationship. The making of a gift to the SCDM is not a Contract or Transaction.

3. **Special Considerations.** For purposes of this Policy, the following circumstances shall not be deemed to create Conflicts of Interest:

A. The provision of services contracted between the SCDM and its management company.

B. Clinical preceptor stipends and salaries paid to SCDM employees.

4. **Procedures.**

A. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at any meeting in which the Contract or Transaction will be discussed or decided upon shall disclose all facts material to the Conflict of Interest on an updated Conflict of Interest Disclosure Statement [Attachment A]. Such disclosure shall be reflected in the minutes of the meeting.

B. A Trustee or committee member who plans not to attend a meeting at which he or she has reason to believe that the Board of Trustee or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the Chair all facts material to the Conflict of Interest and shall submit an updated Conflict of Interest Disclosure Statement [Attachment A] to the Chair prior to the meeting. The Chair shall orally report the disclosure at the meeting and may distribute the Disclosure Statement. The disclosure shall be reflected in the minutes of the meeting.

C. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board or committee discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

D. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a Conflict of Interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Trustees of the SCDM has a Conflict of Interest

when he or she stands for election as an officer or for re-election as a member of the Board of Trustees.

E. Even if no related board action is anticipated, Responsible Persons shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Responsible Person has as soon as the Conflict of Interest is known to the Responsible Person by completing and submitting an updated Disclosure Statement [Appendix Two]. Thereafter, the Responsible Person shall refrain from any action that may affect the SCDM's participation in any Contract or Transaction in which the Responsible Person has a Conflict of Interest.

F. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this Policy.

5. Confidentiality.

Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of the SCDM. Furthermore, a Responsible Person shall not disclose or use information relating to the business of the SCDM for the personal profit or advantage of the Responsible Person or a Family Member.

6. Review of Policy.

A. Each Responsible Person shall be required to annually review a copy of this Policy and to annually acknowledge in writing that he or she has done so. Any changes to the Policy shall be communicated immediately to all Responsible Persons.

B. Each Responsible Person shall annually complete a Disclosure Statement (Attachment A) identifying any relationships, positions or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions or circumstances might include service as a director of or consultant to a nonprofit organization, or ownership of a business that might provide goods or services to the SCDM. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Chair and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this policy.

Contracts & Agreements

The SCDM Chair or delegate is the only individual authorized to sign contracts and agreements on behalf of the association.

Dues

New members shall pay full dues upon joining the association. There will be no pro-rating of membership dues. Members joining at or after Annual Conference in the fall shall be considered paid in full for the following calendar year's membership. Joining the SCDM is not a pre-requisite for

attending SCDM meetings. However the registration may include an option to join the society. Registration discounts are available for SCDM members.

The effective date of membership is the date the application is processed. Members are required to renew on January 1st of each year. Members not renewing by March 31st will be considered to have left the society.

Associations with which the SCDM liaise e.g. other Clinical Data Management organizations, are entitled to one free membership for the purpose of receipt and distribution of SCDM related information.

The cost of membership will be reviewed by the BoT at its first meeting of the year. Any changes will come into effect the next calendar year.

Past Chair's of SCDM will automatically become honorary lifelong members.

Finance

The Trustees of the Society will review monthly budget reports and balance sheets prepared by the SCDM administrative office and received via e-mail and provide questions to the Treasurer.

The Treasurer, working with the SCDM administrative office, will provide a draft operating budget for review by the Finance Committee. The Treasurer will present this budget to the BoT for approval by the first board meeting of the year.

The Society will contract for an audit of its financial records on an annual basis by an outside accounting firm. In addition, the accounting firm will prepare all necessary IRS forms for review and approval by the Treasurer and the Finance committee.

Reserve Policy

SCDM should aim to have one year operating budget in reserves to fund emergency or special projects that are not current year's operating budget. Each year an amount should be determined to set aside for the reserve fund.

Investment Policy

It is the policy of SCDM to realize maximum gains in held financial assets subject to prudent cash flow management and low risk to principal. It is the responsibility of the SCDM Executive Director in consultation with the SCDM Treasurer to recommend an investment strategy on an annual basis for approval of the Executive Committee prior to its execution during their annual Summer Board meeting.

It is recommended that SCDM invest \$150,000 in certificates of deposit laddered in \$50,000 increments with successive six month durations. The investments should be at competitive rates relative to the market.

It is recommended that in addition SCDM move \$490,000 of funds from our operating checking account to M&I's other two charter banks, \$245,000 to be placed in a money market account (just under the \$250,000 insured limit) and \$245,000 to be placed in a 3-month CD earning a competitive interest rate. It is understood that the balance of SCDM assets are held at M&I Bank.

Insurance

Each year the association will purchase General Liability coverage, Directors and Officers Liability coverage. The Board of Trustees has decided not to purchase Convention Cancellation and Interruption coverage due to the limited scope of the coverage. Convention Cancellation and Interruption coverage may be purchased for events that provide significant income to the association and that are at risk for cancellation or interruption, as recommended by staff and approved by the Board of Trustees.

Meetings

The SCDM offers one principal meeting each year: the Annual Conference. The Annual Conference is a professional development conference aimed at the general membership of the SCDM. The Annual Conference is open to non-members, without any obligation to join the society. SCDM may consider establish other reoccurring events.

Registration fees for the programs SCDM conducts will be developed by the conference chairs and reviewed by the BoT to meet the budgetary goals of the Society. Periodically the registrations will be reviewed, and adjusted if necessary, in comparison to fees charged by similar organizations for programs of similar type and duration.

Meetings: Attendee Lists

A list of conference attendees is distributed to full conference participants excluding vendors. The list may or may not include all of the following: attendee name, title, company affiliation, mailing address, telephone number and email address. Neither SCDM volunteers nor the SCDM Administrative Office will send materials to attendees on behalf of vendors or service providers.

Meetings: Cancellations/Refunds

Registrants of SCDM face-to-face meetings are entitled to a full refund minus a processing fee up to two weeks before the event. No refunds will be given after that time. Attendee substitutions from the same organization may be made at any time up to the first day of the event.

If SCDM elects to cancel a program or conference, registrants are entitled to a full refund.

Meetings: Annual Conference

The Annual Conference is an annual professional development conference aimed at the general membership of the SCDM, vendors and interested members of the clinical research community. It is also the primary revenue generating event of the year for the Society.

The primary goal of the Annual Conference is to advance the discipline of Clinical Data Management by providing educational opportunities to develop skills and exchange professional experience. SCDM seeks to provide a high quality program consistent with the vision and mission of the Society.

Organization and oversight of the Annual Conference is provided by two Co-Chairs. Each Co-Chair serves for two years and there should be a one year overlap in terms. The Co-Chairs are responsible for recruiting members from the Society which will make up the conference committee. The Co-Chairs are responsible for the selection and coordination of the session chairs, presenters, key note speakers, and ensuring that the Society's mission and vision are reflected throughout the program.

Registration fees will be waived for the Keynote Speaker. Travel expenses may be paid for the Keynote speaker in accordance with the SCDM travel policy.

Registration fees for the Annual Conference will be established to charge a reduced rate for SCDM members and an increased rate for non-members. There will be no obligation for non-members to join the Society.

Board members, conference co-chairs, session chairs, and presenters are responsible for their registration fees and travel expenses.

Meetings: Annual Conference Vendors

Vendors are invited to take advantage of the Exhibit area offered as part of the Conference and, where appropriate, to submit vendor neutral, non-promotional presentations to the SCDM Administrative Office for the Conference.

Vendors are requested not to schedule events in parallel with the conference sessions, pre-conference tutorial or SCDM sponsored social events.

SCDM reserves the right to deny access to any individual or organization for any reason.

Meetings: Payment of Expenses for Speakers & Organizers

In general, all attendees at SCDM programs and conferences are expected to pay the conference fees. Exceptions other than those provided must be approved by the BOT.

The membership dues of Annual Conference committee/session chairs will be paid if he/she is not a current member of the Society allowing them to pay the member conference registration fee. If the session chair is a member of the Society, dues for the following year will be paid.

Meetings: Other Forum

SCDM may elect to host additional educational seminars aimed at specific levels of Clinical Data Management professionals. In order to provide a broad representation of attendees, the meeting organizers may limit the number of attendees from any one organization or special interest area.

Conference fees will be waived for the conference Keynote speaker. An Honorarium may be paid to the Keynote speaker. Conference Co-Chairs will confer with the BoT to settle the honorarium amount. Travel expenses will be paid for the Keynote speaker in accordance with guidelines in "Reimbursement of Volunteers' Expenses".

Registration and travel expenses are the responsibility of the Co-Chairs, facilitators, and attendees.

Payment of Administrative Staff Expenses

All bills for administrative staff expenses must be submitted to SCDM Treasurer together with a voucher detailing the expense, signed by the individual requesting the payment, within 30 days. Receipts are required for all items over \$25. SCDM Administrative Office is responsible for ensuring that the voucher is approved by the Treasurer.

Payment of Bills/Invoices

A detailed voucher or invoice must accompany all bills submitted for payment by the association. The invoices must be signed by the individual requesting the payment and forwarded to the Treasurer for written approval. SCDM Administrative office is responsible for insuring that invoices for contractual obligations are reviewed and approved by a member of the Board of Trustees prior to payment to ensure that the contractual obligations are being met.

Checks for services rendered to the Society for amounts up to \$8000.00 may be signed and approved by the SCDM Executive Director. Checks for services rendered to the Society for amounts greater than \$8000.00 must be signed and approved by the Treasurer in addition to the MCI Executive Director.

Payment of Volunteers' Expenses

All bills for volunteer expenses allowed for by the Volunteer's Expenses policy and pre-approved by the Board of Trustees must be submitted to the SCDM Administrative Office together with a voucher detailing the expense, signed by the individual requesting the payment, within 30 days. Receipts are required for all items over \$25.

SCDM Administrative Office is responsible for ensuring that the voucher is approved by the Treasurer. Contractual obligations are excluded from this policy as well as transfer of funds into the money market account.

Policy and Procedure Administration

The BOT may authorize the creation of Standard Operating Policies and Procedures (collectively referred to herein as SOPs) as needed to guide the operations of SCDM. Any member of the Society or any person employed by the Society may suggest the creation of a new SOP or the revision of an existing SOP.

Policy and Procedure Administration: New SOPs

In the case of requests for new SOPs, the Board of Trustees will review the request and determine via simple majority whether the requested SOP should be developed. If the request is approved, the BoT will identify appropriate subject matter expert(s) (SME) from the membership who will be assigned to draft the new SOP. Once drafted, SOPs will then be forwarded to the BoT for review and comment. After comments have been incorporated, the SOP will again be forwarded to the BoT for approval by simple majority vote.

Policy and Procedure Administration: Revisions to Existing SOPs

In the case of requests for revision to existing SOPs, the BoT will identify appropriate subject matter expert(s) from the membership to review the request and make a recommendation to the BoT regarding whether or not the requested revision should be made. If the subject matter expert(s) believe a change is warranted, they will draft the relevant changes to the document and send to the BoT for approval by simple majority. If it is the opinion of the subject matter expert, that a revision is not indicated, the SME shall communicate this to the BoT along with the rationale for the recommendation. A vote of the BoT will generally not be required in this case. However, any member of the BoT may request that the decision be discussed during a meeting of the BoT and may call for a vote on the recommendation if there is not general consensus.

If approved, the date of revision approval will be recorded in the footer of the SOP document and in the minutes of the BoT. If the proposed revision is not approved, note of this will be made in the BoT minutes along with the reason for the decision.

Policy and Procedure Administration: Communication of New and Revised SOPs

Once approved, the new or revised SOP will be posted on the SCDM website and members and staff will be notified of its availability. The BoT will determine on a case-by-case basis if additional training or communication related to the new or revised SOP will be required by any members or staff of the Society.

Policy and Procedure Administration: Maintenance of SOPs

All SOPs will be reviewed by the BoT, and additional Subject Matter Experts (SMEs) if assigned by the board, at least every two years. The review of various sections of the SOPs may be staggered over this period of time provided that every section is reviewed within the specified two-year time frame. Reviews may be conducted more frequently if needed. If a need for revision is identified, the revisions will be made and approved following the same process as outlined in the section "Revisions to Existing SOPs".

The date of completion of the biannual review of the SOP document as a whole or of each SOP section will be noted in the SOP review and revision history.

SCDM Code of Ethics

Clinical data management is a key component of the development of new medications, medical procedures and medical devices. Clinical data management professionals are:

- Committed to following the laws and guidelines applicable to clinical research (including the Declaration of Helsinki), to participate in the protection of the **safety, dignity and well-being** of patients and to maintain the **confidentiality** of medical records.

- Committed to creating, maintaining and presenting quality clinical data, thus supporting accurate and timely statistical analysis, and to adhering to applicable standards of **quality** and **truthfulness** in scientific research.
- Committed to facilitating **communication** between clinical data management professionals and all other clinical research professionals; to maintaining **competency** in all areas of clinical data management; to keeping current with technological advances; and to ensuring the dissemination of information to members of the clinical research team.
- Committed to working as an integral member of a clinical research team with **honesty, integrity** and **respect**; and to making, and communicating **accountability** for, clinical data management decisions and actions within the clinical trial process.
- Committed to maintaining and **respecting proprietary knowledge** at all levels, to avoiding the use of proprietary knowledge for personal gain, and to **disclosing any conflict of interest**. To avoiding any conduct or behavior that is unlawful, unethical or that may otherwise reflect negatively on the profession of clinical data management.
- Committed to **advancing the profession** of clinical data management through the development, distribution and improvement of good clinical data management practices. To aiding the **professional development** and advancement of colleagues within the clinical trial industry.

SCDM Non-Discrimination Policy

- This policy states SCDM's position on discrimination. The policy applies to all SCDM employees, third-party employees, volunteers, members and course instructors.
- SCDM follows an equal opportunity policy, which obliges all of the above-mentioned to operate without bias with regard to gender, ethnicity, religion, age, disability, socioeconomic status and/or sexual orientation.
- These activities include, but are not limited to, recruitment and dismissal of staff, selection of volunteers and vendors, and provision of services. SCDM is committed to providing an inclusive and welcoming environment for all SCDM staff, members and volunteers.
- SCDM recognises a moral and legal responsibility to provide a learning environment for employees and members that is free from discrimination. SCDM considers discrimination as unacceptable behaviour, which will not be tolerated under any circumstances. Course Instructors are obliged not to discriminate against any person based on gender, ethnicity, religion, age, disability, socioeconomic status and/or sexual orientation. Reports of discrimination will be investigated promptly and confidentially.
- No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity available at SCDM based on gender, ethnicity, religion, age, disability socioeconomic status and/or sexual orientation.

Privacy Policy

Privacy Policy: Certification

SCDM has the right to include the names and affiliations of Certified Clinical Data Managers in a Program directory published in any medium. The names and affiliations of applicants for certification will not be published.

Privacy Policy: Membership

The SCDM is very sensitive and committed to respecting member privacy. The information available in the online membership directory is available strictly for member's reference and for conduct of SCDM business. The SCDM does not sell or release member information and does not condone the sale or release of member contact information by other members. Use of this information for the purposes of mass commercial solicitation is strictly prohibited.

Protection against Liability

The Board of Trustees has a legal responsibility to protect SCDM against any apparent or potential liability or risk. There may be times when the BoT or Executive Committee of the BoT will need to intervene into committee work, in order to provide guidance, clarification and/or mediation on issues with potential for litigation ramifications to the organization. The following areas would be specific instances when the BoT, specifically the Executive Committee, should be contacted:

- 1) A breach in confidentiality has taken place. This would mainly pertain to instances where committee/taskforce members were required to maintain a level of confidentiality on an issue and it was breached by a taskforce/committee member.
- 2) Conflict of Interest. This would include any cases where there is a blatant or apparent conflict of interest, including any situation where a committee/taskforce member will or may acquire a financial gain, gift or incentive for choosing a certain vendor or signing a vendor agreement (refer to SCDM's conflict of interest policy).
- 3) Agreements/Contracts. No committee/taskforce member has the legal right to sign an agreement or contract on behalf of SCDM. All verbal or written agreements or contracts must be approved and signed by the Executive Director and/or BoT Chair. In some instances, full BoT approval is also required.
- 4) Disputes. This includes disputes between committee/taskforce members or involving outside individuals as a result of work done by the committee/taskforce and may have the potential of escalating into an unsafe or litigious situation.
- 5) Issues arising which lead to ambiguity, questions or concerns related to SCDM's policies & procedure and/or bylaws. These concerns may stem from committee/taskforce members or from outside individuals. The SCDM BoT is the only group that can change via Board action the policies, procedures and bylaws. For overall protection of the organization, the BoT is charged with interpreting the above mentioned in the case of grey areas or controversial issues which may arise as a result of SCDM's policies, procedures and/or bylaws. The committee/taskforce has the right to recommend changes to the BoT related to revisions and/or updates to any of the above.

Suggested Guidelines:

If you come across any of the above issues or you are not sure if they may fall into any of the above categories, please contact the Executive Director. The Executive Director will acquire all of the background information and present it to the Executive Committee and/or BoT as appropriate.

Release of Members' Names

Fellow member information is available through the member's only portion of the web page. The membership list may not be sold or released to outside parties. Exceptions to this policy include the listing of conference attendees for the Annual Conference and any other meeting forums where it's appropriate. This listing is provided to full conference attendees but not exhibiting vendors.

Review of Mailings

All mailings must be reviewed by a BoT member before sending to membership or others. For issues related to:

- Committees, the BoT Liaison will review
- Budget: Treasurer will review
- Advertising: Marketing co-chairs will review
- DataBasics & e-newsletters: Publication Co-editors will review
- Webinars and Courses: Education co-chairs will review
- Conferences: Conference co-chairs will review
- All other matters: BoT Chair will review

SCDMs Privacy and Information Security Policy

All learners have the assurance that their learning records are considered confidential and private and that learner information is released only to the individual learner associated with a record upon request and verification. No learner records are considered public and learner records are not released to outside sources or sold to anyone for marketing purposes.

Purpose: This policy is designed to protect the privacy of individual learner information and guarantee the learner information is not portable. All learners enter educational internet-based activities through a password protected enrolment process. SCDM educational processes are internet-based and, therefore, website protections are in place to minimize any violations in unauthorized individuals entering our website and databases to obtain information on individuals.

Responsibilities: SCDM's Membership & Customer Service Administrator together with the IT Manager is responsibility for monitoring the privacy and information security processes. All educational staff is responsibility for maintaining a secure password to enter SCDM's Education Portal and databases when necessary. Any request for learner records is verified by the Membership & Customer Service Administrator or staff handling the request by phone or email. The webmaster is responsible to maintaining website protections.

Process/Procedures: All learners enter educational internet-based activities through a password protected enrolment process. SCDMs staff use password protected computers. The Membership & Customer Service Administrator is responsible for notifying SCDM's Director and/or the webmaster if a privacy or security breach occurs. SCDM will notify a learner in the event of a breach in privacy of their education records

Use of SCDM Logo

The use of the SCDM logo will be granted on a single instance, case-by-case basis to those individuals, associations or agencies where that usage is consistent with the SCDM mission or purpose. The person(s), associations or agencies using that logo acknowledges that the SCDM is the sole owner of the logo and that the use of the logo does not represent any warranties or endorsements of any kind, either express or implied. In no event shall SCDM be liable for any consequential, incidental, or special damages arising from or relating to a participant's use of the logo even if SCDM has been advised of the possibility of such damages. SCDM makes no other warranties of any kind, either expressed or implied, with respect to the logo. The person(s), associations or agencies shall indemnify and hold harmless and forever discharge SCDM and its officers, directors, agents and employees from and against, and in respect of, any and all suits, claims, demands, damages, costs and expenses, including attorney's fees that may be claimed or asserted against SCDM resulting from the use of the logo. Permission to use the SCDM logo may be requested through SCDM administrative offices at:

North American Office	Global Headquarters	India Office
Society for Clinical Data Management, Inc 1444 I Street, NW, Suite 700 Washington DC, 20005, USA Tel: +1-202-712.9023 Fax: +1-202- 216.9646 info-am@scdm.org	Society for Clinical Data Management, Inc 300 Avenue de Tervueren B-1150 Brussels, Belgium Tel: +32-2-740.22.37 Fax: +32-2-743.15.50 info@scdm.org	Society for Clinical Data Management 203, Wing B, Citipoint (Near Hotel Kohinoor Continental) J.B. Nagar, Andheri-Kurla Road Andheri (East), 400059 Mumbai, India Tel: +91 22 61432600 Fax: +91 22 67101187 info-in@scdm.org

Volunteers' Expenses

If an SCDM volunteer's employer supports their involvement in SCDM activities and will provide reimbursement, SCDM will appreciate and recognize that contribution to the association.

In exceptional cases, expenses not met by an employer may be reimbursable by the SCDM. The Board of Trustees must pre-approve consideration of out-of-pocket expenses incurred on behalf of the organization per the following guidelines:

Travel: SCDM will reimburse individuals for air travel at the coach rate. If the volunteer is willing to extend their stay, before or after a meeting, and the difference between the airfare savings and hotel rate is greater, the additional night(s) will be reimbursed by SCDM. In-flight movies and alcoholic drinks are not reimbursable. SCDM will reimburse for train or car travel if the cost does not exceed that for airfare, including highway tolls. Automobile mileage is reimbursable at the rate allowable and set by the IRS, and is reimbursable when total mileage does not exceed the cost for air travel at the coach fare. Parking at either the airport, or at the conference facility is reimbursable.

Rental cars: Rental cars are not reimbursed by SCDM.

Overnight Accommodations: Instructors at SCDM conferences and programs should make their own hotel reservations, observing reservation deadlines and cut-off dates. Room and taxes will be billed to the Master Account, and instructors are responsible for their own incidentals, such as in-room movies or laundry service. Volunteers are also responsible for canceling their accommodations when required.

Meals: Members are expected to participate in group meals, when scheduled. Meals purchased individually (when no group meals are scheduled) are reimbursed at the following rates: breakfast, \$10; lunch, \$15; dinner, \$25, to a maximum of \$50/day. Alcoholic beverages are not reimbursable.

Telephone: SCDM will reimburse volunteers for one personal call per day. Exceptions may be made for emergencies.

Gratuities: Reimbursable gratuities are limited to 15%.

Receipts: Receipts for all expenses over \$25 must be provided.

Whistleblower Policy

General

The Society for Clinical Data Management (SCDM) Code of Ethics (Code), board of directors, executive council, committee chairs and members, representatives, employees and management company employees observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of SCDM, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all board of directors, executive council, committee chairs and members, representatives and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No board of directors, executive council, committee chairs and members, representatives, employees and management company employees who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within SCDM prior to seeking resolution outside the organization.

Compliance Officer

The SCDM Managing Partner is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the other MCI partners. The Managing Partner has direct access to the other MCI Partners and is required to report to the Executive Committee and the Audit Committee at least annually on compliance activity.

Reporting Violations

The SCDM encourages an open door policy and suggests that volunteers or employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if someone is not satisfied with the supervisor's response, the individual is encouraged to speak with the Executive Director or the MCI Managing Partner. If the reporting party is not satisfied with the executive director or MCI Managing Partner response, the individual may go to the MCI President or Chief Operating Officer.

Supervisors and managers are required to report suspected violations of the Code of Conduct to SCDM's Managing Partner, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when someone is not satisfied or is uncomfortable with following SCDM's open door policy, individuals should contact SCDM's Managing Partner directly.

Accounting and Auditing Matters

The Managing Partner shall immediately notify the other MCI Partners and the Audit Committee of any complaints regarding accounting practices, internal controls or auditing and work with the other MCI Partners until the matter is resolved. The Audit Committee shall be notified of reported concerns or complaints regarding such issues.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Managing Partner will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Records Retention Policy

Accounts receivable ledges and schedules	7 years
Audit reports of Accountants	Permanently
Bank reconciliations	2 years
Cash book	Permanently
Charts of accounts	Permanently
checks: canceled	7 years
Checks: canceled but, for important payments, i.e. taxes, purchase of property, special contracts, etc.	Permanently
Correspondence: written, general	3 years
Correspondence: legal & important matters only	Permanently
Duplicate deposit slips	7 years
Expense analyses and expense distribution schedules	7 years
Financial statements: end-of-year, other months optional	Permanently
General and private ledgers and end-of-year trial balances	Permanently
Insurance policies: expired	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Internal reports: membership, management	3 years
Invoices to members and customers	7 years
Invoices to vendors	7 years
Journals	7 years
Membership applications	3 years
Minutes of directors and committees, including by-laws and charter	Permanently
Notes receivable ledgers and schedules	7 years
Tax returns and worksheets, revenue agents reports and other documents relating to determination of income tax liability	Permanently
Trademark registration	Permanently

Vouchers for payments to vendors, reimbursements to staff and officers for travel and entertainment expenses	7 years
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ALL CONFIDENTIAL AND SENSITIVE DOCUMENTS WILL BE SHREDED BEFORE DISCARDING.

Plagiarism Policy

Guidelines for Handling Plagiarism Complaints

SCDM defines plagiarism as the reuse of someone else's prior ideas, processes, results, or words without explicitly acknowledging the original author and source. It is important for all SCDM authors to recognize that plagiarism in any form, at any level, is unacceptable and is considered a serious breach of professional conduct, with potentially severe ethical and legal consequences.

Equally important to the process of recognizing an act of plagiarism is clarifying who shall be responsible for responding to any complaints of alleged plagiarism. These guidelines specify that the person(s) responsible for the specific SCDM publication or program shall be responsible for conducting an investigation and determining if plagiarism has in fact taken place. In order to accomplish this critical task, the responsible person(s) shall discuss the incident with the applicable SCDM committee or taskforce to help make a recommendation on the allegation. Emphasis is placed on ensuring that an unbiased process is followed.

The scope of this document shall include all materials published on behalf of SCDM, which includes (but is not limited to):

- ☐ SCDM Data Basics
- ☐ SCDM Data Connections
- ☐ SCDM Conference Abstracts and Presentations
- ☐ Educational Offerings and Webinars
- ☐ Good Clinical Data Management Practices (GCDMP) document

The responsible person(s) must also bring these efforts to the attention of the Chair of the respective SCDM committee; both at the beginning of an investigation and after findings have been reached for final approval.

In addition, guidelines for proper referencing of previously published material can be found in the SCDM Style Guide.

Allegations of Misconduct

A. HANDLING COMPLAINTS

1. During the handling of a complaint, the contents of the complaint, identity of the persons involved and the scope of the inquiry shall remain confidential to the extent practicable, consistent with the need for information and expeditious review. All inquiries shall be handled promptly and fairly. All parties relevant to the allegation shall be given the opportunity to respond.

2. In handling a case of alleged plagiarism, if the article has previously been published the editor should request the following basic information from the complainant on:

- a. The original article:

(1) Title of article (2) Full list of author names (3) Title and date of publication, conference presentation or materials, or other educational offering in which original appeared

b. The use of someone else's unpublished ideas:

(1) Title or description of idea (2) Full list of creators (3) Verifiable date of creation

c. The alleged plagiarized item:

(1) Title of article (2) Full list of author names (3) Publication title and date in which the paper appeared

d. Copies of both articles or, if appropriate, documentation of an idea and the subsequent article, preferably with highlighted text showing all instances of inappropriate reuse

e. Full name and address of complainant

3. If a complaint is received concerning the accuracy, completeness or attribution of material submitted to SCDM, the applicable SCDM Committee or Taskforce leader(s) shall investigate the complaint. If it is determined that the complaint is not substantiated, the Committee or Taskforce leader(s) shall dismiss the complaint and notify the complainant of the conclusion. The taskforce leader(s) may also recommend that the complainant prepare and submit a rebuttal for publication.

B. INVESTIGATING POSSIBLE AUTHOR MISCONDUCT

1. If an individual learns that an author may have acted improperly, which may include but is not limited to misrepresenting data or plagiarizing text, they will inform the appropriate SCDM Committee or Taskforce leader(s) who will investigate the alleged misconduct. All inquiries shall be handled promptly and fairly. All parties relevant to the allegation shall be given the opportunity to respond.

2. The Publications Taskforce leader(s) will notify the author that an inquiry has been undertaken. The purpose of this notification is to provide information and a record. The taskforce leader(s) will also notify the SCDM Publications Taskforce, and if appropriate, the SCDM Board of Trustees.

C. CORRECTIVE ACTIONS FOR AUTHOR MISCONDUCT

2. The Publications Taskforce leader(s) or designee will offer the named individual(s) the opportunity to respond within 30 days to the recommended action(s). No sooner than 30 days and no later than 90 days after notifying the individual(s) named in the Publications Taskforce leader(s) or designee's recommendation, the taskforce leader(s) or designee will issue a final determination.

The decision of the Publications Taskforce leader(s) or designee will be forwarded to the SCDM Board of Trustees for determination of corrective actions.

D. IDENTIFYING PLAGIARISM

There are several basic factors to consider when evaluating a case of possible plagiarism:

- ☒ Amount or quantity (full paper, a section of a paper, a page, a paragraph, a sentence, phrases)
- ☒ Use of quotation marks for all copied text
- ☒ Appropriate placement of credit notices
- ☒ Improper paraphrasing

Potentially complicating the effort to identify plagiarism is the fact that each of the above basic factors can be combined with other factors, creating a range of possible plagiarism scenarios.

E. GUIDELINES FOR ADJUDICATING DIFFERENT LEVELS OF PLAGIARISM

The following guidelines require or recommend appropriate corrective actions to be taken by editors of SCDM publications for each of five defined levels (or degrees) of plagiarism. Plagiarism includes, but is not limited to, (a) uncredited copying of someone else's work, (b) using someone else's material without clear delineation or citation, and (c) uncited reuse of an author's previously published work that also involves other authors. It should be noted that plagiarism is a type of copyright infringement, and as such may also subject the author(s) to legal liability. These guidelines apply to all manuscripts at any point in the publication process, from initial submission to final publication. Proposed corrective actions related to level 1 or 2 of the following shall be approved by the SCDM Chair. Prior to carrying-out any corrective actions, it is required that a legal review be processed on behalf of SCDM. The review is to ensure that, before such serious actions are taken, SCDM procedures were followed in an unbiased and proper manner.

A record of all investigations, corrective actions and offending authors will be maintained by the SCDM Publications Taskforce. All articles submitted for publication will include a cross-check against this data to ensure that authors are in good standing before their work is included.

F. LEVELS OF PLAGIARISM AND CORRESPONDING CORRECTIVE ACTION

1. Uncredited Verbatim Copying of a Full Paper, or Uncredited Verbatim Copying of a Major Portion (more than 50%) within a Single Paper--An instance is where a large section of the original paper is copied without quotation marks, credit notice, reference, and bibliography. This case also includes instances where different portions of a paper are copied without attribution from a number of papers by other authors, and the sum of plagiarized material is more 50%, OR

Uncredited Verbatim Copying within More than a Single Paper by the Same Author(s)--This includes instances where more than one paper by the offending author(s) has been found to contain plagiarized content, and all the percentages of plagiarized material in each of the discovered papers sum to greater than 50%.

a. In these cases, corrective actions that may be taken include:

- (1) Prohibition of participation in all SCDM-sponsored activities (publications, conferences, committees, education programs etc.) by the offending individual(s) for 3 to 5 years as determined by SCDM's current Chairperson.
- (2) Rejection and return of all papers by the author(s) that are currently in review or in any SCDM publication queue (papers may be re-submitted after prohibition term has expired).
- (3) The offending individual(s) shall prepare and submit an apology to the plagiarized author(s) and publication editor. In any cases where an article is inadvertently published with plagiarized content, SCDM will then publish the offending author's apology in the next publication issue.

(4) SCDM reserves the right to revoke the offending author's membership into the Society as well, for a length of time as deemed appropriate by the BoT.

2. Uncredited Verbatim Copying of a Large Portion (greater than 20% and up to 50%) within a Paper--An instance is where a section of the original paper is copied from another paper without quotation marks, credit notice, reference, and bibliography. This case also includes instances where different portions of a paper are copied without attribution from a number of papers by other authors, and the sum of copying results in a large portion of plagiarized material (up to 50%) in the paper, OR

Uncredited Verbatim Copying within More than One Paper by the Same Author(s)--This includes instances where the sum of plagiarized material from the different papers would constitute the equivalent of a large portion (greater than 20% and up to 50%) of the discovered paper's sum up to 50%.

a. In these cases, corrective actions that may be taken include:

(1) Prohibition of participation in all SCDM-sponsored activities (publications, conferences, committees, education programs etc.) by the offending individual(s) for 1 to 3 years as determined by SCDM's Chairperson.

(2) Rejection and return of all papers by the author(s) that are currently in review or in any SCDM publication queue (papers may be re-submitted after prohibition term has expired).

(3) The offending individual(s) shall prepare and submit an apology to the plagiarized author(s) and publication editor. In any cases where an article is inadvertently published with plagiarized content, SCDM will then publish the offending author's apology in the next publication issue.

(4) SCDM reserves the right to revoke the offending author's membership into the Society as well, for a length of time as deemed appropriate by the BoT.

3. Uncredited Verbatim Copying of Individual Elements (Paragraph(s), Sentence(s), Illustration(s), etc.) Resulting in a Significant Portion (up to 20%) within a Paper--An instance could be where portions of original paper are used in another paper without quotation marks, credit notice, reference, and bibliography.

a. In these cases, corrective actions that may be taken include:

(1) Prohibition of participation in all SCDM sponsored activities (publications, conferences, committees, education programs etc.) by the offending individual(s) for the next 1 or 2 years as determined by SCDM's Chairperson.

(2) Rejection and return of all papers by the author(s) that are currently in review or in any SCDM publication queue (papers may be re-submitted after prohibition term has expired).

(3) The offending individual(s) shall prepare and submit an apology to the plagiarized author(s) and publication editor. In any cases where an article is inadvertently published with plagiarized content, SCDM will then publish the offending author's apology in the next publication issue.

(4) SCDM reserves the right to revoke the offending author's membership into the Society as well, for a length of time as deemed appropriate by the BoT.

4. Uncredited Improper Paraphrasing of Pages or Paragraphs. Instances of improper paraphrasing occur when only a few words and phrases have been changed or when the original sentence order has been rearranged; no credit notice or reference appears with the text.

a. In these cases, corrective actions that may be taken include:

(1) Prohibition of participation in all SCDM-sponsored activities (publications, conferences,

committees, education programs etc.) by the offending individual(s) for 1 year as determined by SCDM's Chairperson.

(2) Rejection and return of all papers by the author(s) that are currently in review or in any SCDM publication queue (papers may be re-submitted after prohibition term has expired).

(3) The offending individual(s) shall prepare and submit an apology to the plagiarized author(s) and publication editor. In any cases where an article is inadvertently published with plagiarized content, SCDM will then publish the offending author's apology in the next publication issue.

5. Credited Verbatim Copying of a Major Portion of a Paper without Clear Delineation-- Instances could include sections of an original paper copied from another paper; credit notice is used but absence of quotation marks or offset text does not clearly reference or identify the specific, copied material.

a. In these cases, corrective actions that may be taken include:

(1) Prohibition of participation in all SCDM-sponsored activities (publications, conferences, committees, education programs etc.) by the offending individual(s) for 1 year as determined by SCDM's Chairperson.

(2) Rejection and return of all papers by the author(s) that are currently in review or in any SCDM publication queue (papers may be re-submitted after prohibition term has expired).

(3) The offending individual(s) shall prepare and submit an apology to the plagiarized author(s) and publication editor. In any cases where an article is inadvertently published with plagiarized content, SCDM will then publish the offending author's apology in the next publication issue.