

Policy of Conduct of The Mayo Clinic Rochester Emeriti Staff

As the great Mayo Clinic enterprise grows and expands in many directions, it is becoming more complex. At the same time, the number of emeriti staff is growing and many of us continue scholarly activities and/or set up their own businesses. To help us navigate in this increasingly labyrinthine world that is heavily regulated, recently we instituted the Personnel Subcommittee of the Executive Committee. The main purpose of the Subcommittee is to facilitate our extramural activities in keeping with the interests and tradition of the Clinic. To provide guidelines to Subcommittee and all our members, the Executive Committee at its Eighth Meeting on July 19, 2017 adopted the following **Policy of Conduct of The Mayo Clinic Rochester Emeriti Staff**.

PREAMBLE

The Mayo Clinic Rochester Emeriti Staff is the organization of formally affirmed retired Mayo Clinic Rochester voting staff. The organization operates by self-organized activities within the Mayo Clinic community (Article I, Bylaws of Mayo Clinic Rochester Emeriti Staff, version of July 11, 2017).

While abiding by the Mayo Clinic Code of Conduct, Emeriti Staff speak only for themselves and their organization—the Mayo Clinic Rochester Emeriti Staff; in their extramural interactions, dealings and activities, they do not speak on behalf of the Mayo Clinic.

Personnel Subcommittee of the Executive Committee, Mayo Clinic Rochester Emeriti Staff, oversees the conduct of emeriti staff and recommends action, if needed, to the Executive Committee. Personnel Subcommittee considers particular issues on its own initiative, as directed by the Executive Committee or by request of members. Mayo Clinic directs the requests for consideration of conduct by the members of Emeriti Staff to the Executive Committee.

POLICY

In its deliberations, the Personnel Subcommittee of the Executive Committee is guided by the following principles:

- 1. When publicly speaking or writing on healthcare policy and/or healthcare business without official Mayo Clinic charge, the member of Emeriti Staff include at the beginning of oral or written presentation the disclaimer "The views expressed in this article/presentation/website are solely those of the author and do not reflect the position or policy of Mayo Clinic."*
- 2. For correspondence on their own business ventures Emeriti Staff use personal rather than Mayo Clinic email or stationery.*
- 3. Emeriti staff do not use Mayo Clinic intellectual property (e.g., books, slides, newsletters, articles, photographs, images) and Mayo Materials without written permission or a licensing agreement from Mayo Clinic.*
- 4. Emeriti staff freely present their own work published during their tenure as active staff of Mayo Clinic.*
- 5. Emeriti Staff maintain confidential the Mayo Clinic confidential proprietary business information and trade secrets.*
- 6. Use of the Mayo Clinic logo or any other Mayo Clinic trademark by Emeriti Staff is governed by policies, guidelines and legal contracts of Mayo Clinic.*
- 7. Breaches of these guidelines are referred to the Personnel Subcommittee of the Executive Committee, Mayo Clinic Rochester Emeriti Staff.*
- 8. Emeriti staff represent their position within the Mayo Clinic community as defined in the Minutes of the Second Emeriti Staff Rochester Executive Committee Meeting of December 7, 2016: The term "emeritus" is the adjective that agrees with the person so qualified in gender (masculine, feminine) and number (singular, plural) following the standard rules of Latin grammar. A male member of Emeriti Staff is referred to as "consultant (or professor, director, etc.) emeritus". A female member of Emeriti Staff is referred to as "consultant (or professor, director, etc.) emerita".*

DEFINITIONS

"Intellectual Property" means any inventions, discoveries, improvements, ideas, knowhow, trade secrets, trademarks, trade names, and works of authorship, whether or not patentable or copyrightable, or reduced to writing or practice, and any rights thereto, including, without limitation, patents and copyrights. Intellectual property encompasses a product of the mind, such as an invention or literary work. Examples include any new and useful idea, process, composition of matter, software, copyrighted work or tangible property. For example, intellectual property can be protected by law, and by obtaining a copyright, patent or trademark. Know-how is also considered intellectual property. Intellectual property, including that within know-how licenses, developed by Mayo Clinic employees, students and contractors as part of consulting activities is the property of Mayo Foundation for Medical Education and Research.

"Mayo Materials" means works (books, articles, artwork, illustrations, etc.) that use Mayo Clinic's name, resources, clinical data, test results, specimens, or express a Mayo Clinic position or approach.

Abiding by these simple, logical and straightforward rules will avoid any conflict of interest and will remove any doubt about who we are and whom we represent outside the Clinic. For further guidance, if needed, please contact any member of the Emeriti Staff leadership.