

<b>CONFLICT OF INTEREST POLICY</b>	
FOR EXTERNAL USE	
Reviewed: 01/2024	Approved Date: 03/2024

**Purpose**

The purpose of this policy is to assist all relevant members (see scope) of the Association of Neurovascular Clinicians (ANVC) to clearly identify, disclose and manage any actual, potential, or perceived conflicts of interest in order to protect the integrity of the ANVC and mitigate risk.

**Objective**

The ANVC aims to ensure that all relevant members are aware of their obligation to disclose any related transactions or conflicts of interest that they, or their immediate family (spouse/partner, children), may have, and to comply with this policy to ensure they effectively manage any conflicts of interest with the ANVC.

**Scope**

This policy applies to all Board or Committee appointed individuals, employees, and volunteers engaged in ANVC governance, leadership, committee, or task force activities.

**Definitions of conflicts of interest**

A conflict of interest occurs when a person’s personal interests’ conflict with their responsibility to act in the best interests of the ANVC. These interests may be direct or indirect, they may be actual, potential, or perceived, and they may be of a relational, financial, competitive or confidential nature.

**Direct interests:** Includes an individual's own personal interests, including those of their direct family, profession, or business.

**Indirect interests:** Includes the interests of an individual or group with who the ANVC member is, or was, closely associated with. This could be a personal connection, via family, professional or business.

**Actual conflict:** When the individual’s interests directly impact the performance of their official duties or role within the ANVC.

**Potential conflict:** When an individual’s interests could impact the performance of their official duties or role within the ANVC.

**Perceived conflict:** When it could appear that an individual’s interests could impact the performance of their official duties or role within the ANVC.

**Relational/romantic conflict:** Occurs when an ANVC member favors another member with whom they have a personal relationship with. This could be of a romantic nature, or as colleague, friend, or family member.

**Financial conflict:** Occurs when an individual receives a financial or personal gain (or loss), from an organization that is directly related to the ANVC and/or its activities.

These organizations could be a direct competitor, an industry partner, sponsors, or an organization bidding for work with the ANVC.

Money does not need to change hands for a financial conflict to have occurred. An individual has a financial conflict if they have received a direct payment, honoraria, speaking fees, travel expenses, holds stocks/shares with, receives gifts, discounts or hospitality from one of these types of organizations.

**Competitive conflicts:** Occurs if an individual has a vested interest in an organization that directly competes, or conflicts with, the ANVC, which could impact the individual's objectivity, create bias or put into question their actions and judgements within their role at the ANVC.

A competing interest can also occur if the individual is not able to fulfill their agreed upon duties and commitments to the ANVC due to external time commitments or pressure.

**Confidential conflicts:** Occurs when an individual gathers valuable but confidential information through their role at the ANVC that they could use for personal gain. It can also occur if the individual shares confidential ANVC information with a non-approved third party.

## Policy

This policy has been developed to address conflicts of interest affecting the ANVC only and does not apply to other organizations.

It is the policy of the ANVC Board that all conflicts of interest should be avoided or managed in such a way that they do not pose a risk to the ANVC.

The ANVC therefore requires all relevant individuals to:

- Avoid conflicts of interest where possible
- Identify and disclose any conflicts (actual, potential or perceived) at least once per year or as they occur (See Appendix A)
- Carefully manage any conflicts of interest to mitigate risk to the ANVC
- Follow this policy and respond to any breaches.

The ANVC Board is responsible for:

- Establishing a system for identifying, disclosing and managing conflicts of interest
- Monitoring compliance with this policy
- Reviewing this policy on an annual basis (or more often if required) to ensure the policy is effective.

## **Managing a reported conflict**

Following the reporting of a conflict of interest, the ANVC Board will discuss and vote on whether a conflict does exist, and what, if any, action is subsequently required. Actions may include (but are not limited to):

- Replacement of the individual on their committee or board
- Maintenance of position but the individual abstains from voting or decision making when discussing transactions or relations relevant to the conflict
- Maintenance of position but the individual removes themselves from meetings when discussing transactions or relations relevant to the conflict.

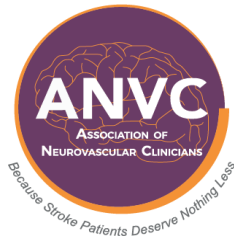
## **Confidentiality of disclosures**

All disclosure forms and related documentation will be uploaded to the ANVC secure drive that is only accessible by the Executive committee or Board.

## **Policy compliance**

If the ANVC Board has a reason to believe that a person subject to this policy has failed to comply with it, they will investigate the circumstances.

If it is found that the individual has failed to disclose a conflict of interest, the Board may take action, which could include terminating their position within the ANVC.



## APPENDIX A: CONFLICT OF INTEREST DISCLOSURE FORM

### Purpose and scope

It is the policy of the Association of Neurovascular Clinicians (ANVC) to ensure all Board or Committee appointed individuals, employees, and volunteers perform their duties impartially and without bias, to ensure the ANVC remains an independent, objective organization.

It is a requirement that any individual engaged in ANVC governance, leadership, committee or task force activities complete a conflict-of-interest disclosure form annually, or immediately upon a conflict (actual, potential or perceived) developing.

### Disclosure of relevant conflicts of interest

A conflict of interest occurs when a person’s personal interests conflict with their responsibility to act in the best interests of the ANVC. These interests may be direct or indirect, they may be actual, potential or perceived, and they may be of a relational, financial, competitive or confidential nature.

### Understanding this form

This disclosure form should be read and completed in conjunction with the ANVC Conflict of Interest Policy. If you are unsure of any terminology and require clarification, please seek out your committee chair, a Board member or the ANVC President.

If you are unsure if you have a conflict of interest, please declare it on this form and the Board will review it and advise you whether a conflict exists. There are no repercussions if you report a suspected conflict that later is determined not to be.

### Declaration

- I do NOT have a conflict of interest to disclose
- I DO have a conflict of interest to disclose

Individual	Level	Impact	Type	Name of organization or association
<input type="checkbox"/> Self	<input type="checkbox"/> Direct	<input type="checkbox"/> Actual	<input type="checkbox"/> Relational	
<input type="checkbox"/> Family/friends	<input type="checkbox"/> Indirect	<input type="checkbox"/> Potential	<input type="checkbox"/> Financial	
		<input type="checkbox"/> Perceived	<input type="checkbox"/> Competitive	
			<input type="checkbox"/> Confidential	

I declare that I have received, read, understood and will comply with the ANVC’s Conflict of Interest Policy. I declare that I have disclosed all relevant conflicts and will disclose any additional conflicts should they occur during the year.

Name

Signature

Date