



International Federation for Emergency Medicine

Conflict of Interest Policy

INTRODUCTION:

1. The aim of this policy is to protect both the International Federation for Emergency Medicine (IFEM) and the individuals involved from any appearance or action of impropriety.
2. This policy applies to all members of the Executive, Board, and Assembly, all Committees, Special Interest Groups, Task Forces, volunteers and staff of IFEM
3. All those listed in article # 2 have an obligation to act in the best interests of IFEM and in accordance with the constitution and By Laws. All listed should avoid situations where there may be a potential conflict of interest.
4. Conflicts of interests may arise where an individual's commercial, personal or family interests or loyalties conflict with those of IFEM. Such conflicts may create problems including but not limited to:
 - inhibiting free discussion;
 - Decisions or actions that are not in the interests of the Federation;
 - Potentially creating the impression that IFEM has acted improperly.
5. This policy is produced on the principle that conflict occurs when there is a reasonable perception that the ability to exercise the official IFEM duty has been affected by private or commercial interest.

THE DECLARATION OF INTEREST:

6. All members of the Executive, Board, Assembly, Committees, Special Interest Groups, Task Forces, volunteers and staff of IFEM are required to declare their interests and any gifts or hospitality received in connection with their role in IFEM (may not be deemed to conflict with IFEM business). A declaration of interests form is provided for this purpose. This signed form acknowledges the signatory's responsibility to IFEM and pledge to avoid conflicts of interest or apparent conflict of interest.
7. The declaration of interests needs to be updated at the beginning of tenure, then annually for the duration of the signatory's activity with IFEM, and as needed when new interest arise.
8. If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the IFEM President for confidential guidance.
9. Interests and gifts will be recorded on the forms and filed in IFEM office. The forms will be accessible by Executive and staff upon request.

DATA PROTECTION:

10. The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act of a country where IFEM is registered. Data will be processed only to ensure that all act in the best interests of IFEM. The information provided will not be used for any other purpose.

ACTION FOR CONFLICT OF INTEREST:

11. All members of the Executive, Board, Assembly, Committees, Special Interest Groups, Task Forces, volunteers and staff of IFEM must disclose to the Chairman of a meeting any relevant conflicting interest of any kind (financial or otherwise) arising in relation to any item on the agenda of that meeting if not declared before. This obligation applies equally to co-opted members and elected members. Once a relevant interest has been disclosed the member may, subject to the Chairman's agreement, remain during and participate in any debate on the item concerned.
12. If a member fails to declare an interest that is known to the Chairman and/or the President, the Chairman and/or President or any member of the Executive of IFEM will declare that interest and request your abstinence from participation of that particular topic.

DECISION TAKEN WHEN ANYONE OF THE ARTICLE #2 HAS AN INTEREST:

13. In the event of the Assembly having to decide upon a question in which any member has an interest, all decisions will be made by vote, with a simple majority required.
14. A quorum must be present for the discussion and decision; interested members will not be counted when deciding whether the meeting is quorate. Interested members may not vote on matters affecting their own interests.
15. All decisions under a conflict of interest will be recorded in the minutes of the meeting. The minutes will record:
 - The nature and extent of the conflict;
 - An outline of the discussion;
 - The actions taken to manage the conflict.
16. Independent external moderation consisting of any three members of Assembly (appointed by President) will be used where conflicts cannot be resolved through the usual procedures in a meeting described in Paragraphs 13 and 14.
17. Anyone who has breached his/her duty by violating Conflict of Interest Policy may be liable to forfeiture of membership of Executive, Board, Assembly or a committee/special group/Task Force.

Version	Date of Version	Approved
V2	June 2015	Governance Committee
V1	April 2014	Board