

CONFLICT OF INTEREST POLICY

This policy applies to Board Members, Committee Members and senior staff and should be read in conjunction with the register and declaration of interest form.

Why we have a policy

Conflicts of interest are any circumstances creating a risk that professional decisions or actions of primary interest, as stated in the European Calcified Tissue Society (ECTS) mission, will be unduly influenced by a secondary financial or non-financial interest (for example, intellectual conflict of interest, membership in the governing board of other organizations, or institutional or corporate associations, family interests).

A Conflict of Interest (CoI) policy will inspire confidence and will ensure proper balance, independence, objectivity and scientific rigor in governance, education, research, health policy and any other activity organized by ECTS.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety. It will avoid both actual bias and the appearance of bias, and will comply with legal and regulatory standards.

It is a requirement for all ECTS Board Members, Committee Members and staff employed or on a permanent contract basis to declare and complete a Declaration of Interest Register.

Conflict of Interests

OTHER SOCIETIES

During their tenures, members of the Board of the ECTS and senior staff may not hold position as officers (President, President-Elect, Past-President, and Secretary-Treasurer), trustees or Board members in other international organizations whose activities might constitute or give the appearance of constituting a conflict/duality of interest with the mission of the ECTS.

Committee Members and other staff, are allowed to hold positions as officers in other international organizations whose activities are similar to the mission of the ECTS but will need to declare it.

COMMERCIAL ENTITIES

The ECTS must maintain its objectivity so that it is not influenced by corporate or other sources of income or influence in its actions. Members of the ECTS Board, Committee members and senior staff must declare publicly any financial or other interest (e.g. consulting, speakers fees, research grants) in commercial entities that could constitute or give the appearance of constituting a conflict/duality of interest. The procedure for managing such conflicts/dualities of interest in meetings is given in detail below.

VENDORS

Users of the ECTS's services, or the carer of someone who uses the ECTS's services should not be involved in decisions that directly affect the services that they or the person they care

for receives. If you or a member of your family or an organisation that you are closely connected with (staff member, Board member etc) contracts with or is interested in contracting with the ECTS or provides or is interested in providing a service to or on behalf of the ECTS, you should not be involved in decisions that directly affect the contract or the service that may be provided to the ECTS. You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion.

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.

OTHER INTERESTS THAT MAY BE SEEN AS POTENTIAL CONFLICTS

During their tenures, Board members, Committee members and staff may be invited to participate in discussions and decisions. If you face a conflict for any other reason than the above that may unduly influence a decision, please inform the Committee/Board Chair as soon as possible and before a decision is taken.

Making a declaration of interests

DECLARATION OF INTERESTS REGISTER

Accordingly, we are asking Board Members, Committee Members and senior staff to declare their interests, and any gifts or hospitality received in connection with their role in the ECTS.

A [declaration of interests form](#) is provided for this purpose, listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least annually, and also when any changes occur.

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 Executive Officer, currently Roberta Mugnai, for confidential guidance.

Interests will be recorded on the ECTS's register of interests, which will be maintained by the Executive Director. The statements in the register will be available to ECTS members on the members-only part of the ECTS website. Upon request, the statement text may be replaced with the following text "A disclosure of conflict of interests has been made in confidence to the Board of the ECTS"

If you fail to declare an interest that is known to the Executive Officer, the Chair of the meeting will declare that interest.

SPECIFIC DECLARATIONS OF INTEREST IN A MEETING

Additionally, if an item is raised on the agenda of a Board meeting where you feel that there could be a conflict of interest, you should declare this at the start of the meeting and your declaration will be duly noted in the minutes. This applies both to items listed on the Register and also to additional conflicts which may arise due to the specific item on the agenda and have not therefore been noted on the Register.

The Board will decide if your conflict of interest should exclude you from taking part in any discussion of this specific issue. In the event of the board having to decide upon a question in which a Board member or a member of staff has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested board members may not vote on matters affecting their own interests

Where the Chair has expressed a possible conflict of interest in these circumstances, he/she will vacate the Chair for a decision to be taken by the rest of the Board on his/her participation in discussion on this issue. The result of this discussion will be minuted. If the view of the Board is that there is in this case a conflict of interest, the Chair must step down during the discussion of this particular issue, and another Board member must take his/her place for this agenda item. The minutes for this item on the agenda will note that the Chair had declared a conflict of interest and had stood down from the Chair for this part of the meeting.

All decisions under a conflict of interest will be recorded by the Executive Director and reported in the minutes of the meeting. The report will record:

- The nature and extent of the conflict
- An outline of the discussion
- The actions taken to manage the conflict

In the event that all Board members are conflicted, the decision will be referred to the ECTS general members' meeting.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.