

## **Family Advisory Committee (FAC)**

### **Conflict of Interest Guidelines**

#### **Definition**

A conflict of interest is a situation where the interests of an individual or the committee with which they are affiliated are in actual or perceived conflict with the responsibilities they have to the committee.

#### **Disclosure**

Members in a conflict of interest situation (or a potential or perceived conflict of interest situation) shall declare themselves to their respective committee in advance of that group discussing or deciding upon an issue where the conflict applies. The declaration of conflict of interest shall then be a standing item on the agenda of committee meetings.

#### **Interpretation**

These guidelines should be interpreted widely so that and/all possible conflicts of interest are identified and reported. If in doubt, a declaration should be made.

#### **Participation**

Having disclosed an actual or perceived conflict of interest to the committee, it is up to the members, excluding the person who has so declared, to decide the extent of the latter's participation in the subsequent discussion and decision-making process in relation to the specific item or topic.

#### **Voting**

A person in an actual and validated conflict of interest shall abstain from the voting process and may be asked to leave the room during the discussion and/or the vote. A person in a perceived conflict of interest, having declared the potential conflict, may participate in the voting process at the discretion of the group.

#### **Recording**

All declarations of actual or perceived conflict of interest, along with the Co-Chairs and/or committee's response to the declaration, should be recorded in the written record of the event or meeting.