



## **CAR Conflict of Interest Policy**

### **Guiding Principle**

The Canadian Association of Radiologists (the “Association”) shall ensure that it fulfills its mission with integrity and to a high ethical standard. This requires that, as a general rule, directors, officers, working group members, employees, agents and volunteers of the Association avoid situations in which their interests are, or are perceived to be, in conflict with the interests of the Association.

The Association seeks to develop and implement its policies and processes with optimal openness and transparency.

### **Definitions**

In this Policy, officers, employees, agents and volunteers are collectively referred to as “Service Providers”.

“Conflict of interest” means generally any situation in which a Director, Working Group Member or Service Provider of the Association has or promotes an interest which results in or may be reasonably perceived to result in:

- interference with the objectivity with which the Director, Working Group Member or Service Provider is expected to exercise responsibilities and duties to and on behalf of the Association; and/or
- an advantage or material gain to the Director, Working Group Member or Service Provider, and/or to other persons with whom the Director or Service Provider does not deal at arm's length.

### **Disclosure Obligations**

#### ***Service Providers***

All Service Providers of the Association shall identify and disclose (see disclosure procedures below) any possible or actual conflict of interest to the Association for evaluation, regardless of whether or not the Service Provider derives a financial benefit from the outside activity or interest.

Subject to the terms of their respective employment or services agreement, Service Providers shall not be prohibited from taking supplementary employment, including self-employment, or providing

services to other entities, unless it interferes with their ability to carry out their employment with, or perform services for, the Association; involves the use of the Association's premises, equipment, or supplies; or places the Service Provider in a real or apparent conflict of interest with the Association. This would include an enterprise that seeks to supply goods or services to the Association, or an enterprise that competes with the Association directly or indirectly.

#### ***Disclosure Procedure***

- Where a conflict of interest may arise or has arisen, the Service Provider shall fully disclose the conflict of interest to the President of the Association. In the case of the President, disclosure shall be made to the Chair of the Board of Directors.
- Where it is believed that an actual or perceived conflict of interest may exist, the Service Provider shall fully disclose any conflict of interest to the President of the Association. In the case of the President, disclosure shall be made to the Chair of the Board of Directors.
- Regarding outside directorships, Service Providers must – before accepting such a position – obtain approval from the President to ensure that there is no conflict of interest and that the Service Provider's outside duties will not conflict with his or her position with the Association or contractual obligation to the Association.
- Disclosure shall be made in writing.

#### ***Working Group Members***

All members of working groups of the Association shall identify and disclose (see disclosure procedures below) any possible or actual conflict of interest to the Association for evaluation, regardless of whether or not the Working Group Member derives a financial benefit from the outside activity or interest. It is understood that potential actual or perceived conflict is inherent when participation with content expertise is one of the expectations of a Working Group Member. Working Group Members are expected to act in a manner that is in alignment with the values and interests of the Association.

#### ***Disclosure Procedure***

- Where a conflict of interest may arise or has arisen, the Working Group Member shall fully disclose the conflict of interest to the Chair of the working group. In the case of the Working Group Chair, disclosure shall be made to the President of the Board of Directors.
- Where it is believed that an actual or perceived conflict of interest may exist, the Working Group Member shall fully disclose any conflict of interest to the Working Group Chair. In the case of the Working Group Chair, disclosure shall be made to the President of the Board of Directors.
- Disclosure shall be made in writing.

- If the Working Group Chair believes the disclosed conflict or potential conflict may compromise the ability of the member to be part of the working group, the Working Group Chair will bring the matter forward to the President of the Board of Directors for a decision. If necessary, President of the Board of Directors can chose to bring the matter to the attention of the Board of Directors of the Association for discussion and final decision.

### ***Directors of the Association***

It is understood that potential actual or perceived conflict is inherent when participation with content expertise is one of the expectations of a Director. Directors are expected to act in a manner that is in alignment with the values and interests of the Association.

In accordance with applicable laws and the by-laws of the Association,

- Directors who are in any way, whether directly or indirectly, interested in a contract/arrangement or proposed contract/arrangement with the Association shall declare such interest (see disclosure procedures below). Further, Directors are to refrain from voting in respect of the contract/arrangement or proposed contract/arrangement if and when prohibited by the Canada Corporations Act; and
- No Director shall be disqualified by his/her office from contracting with the Association, nor shall any contract or arrangement entered into by or on behalf of the Association with any Director or in which any Director is in any way interested be liable to be avoided, nor – subject to the provisions of the Canada Corporations Act – shall any Director so contracting or being so interested be liable to account to the Association or any of its members for any profit realized by any such contract or arrangement by reason of such Director holding that office or the fiduciary relationship thereby established, provided said contractual arrangements are approved in advance by the Board of Directors of the Association.

### ***Disclosure Procedure***

- Where a conflict of interest may arise or has arisen, the Director shall fully disclose the conflict of interest to the Board of Directors.
- Where it is believed that an actual or perceived conflict of interest may exist, the Director shall fully disclose any conflict of interest to the Board of Directors.
- Disclosure shall be made in writing. Disclosure made at a meeting of the Board of Directors or to a committee of the Board and recorded in the minutes of the meeting shall be deemed to have been made in writing.

### ***Implementation***

Each Director, Working Group Member and Service Provider shall sign an acknowledgement and agreement form, substantially in the form attached to this Policy, pursuant to which he or she

acknowledges that he or she has received and read a copy of this Policy and agrees to comply with this Policy.

Conflicts of interest should be resolved in a manner that most fully gives effect to the principles of this Policy. This may require that the Director, Working Group Member or Service Provider desist from certain actions or activities through which the conflict of interest arose or may arise. The resolution of each conflict of interest shall seek to ensure that the ability of Directors, Working Group Member and Service Providers to fulfill their duties and responsibilities to the Association is not impaired.

The resolution of conflicts of interest shall be recorded in writing.

The Association shall publish this Conflict of Interest Policy on its website and make it available to the Directors, Working Group Members and Service Providers.

## **ACKNOWLEDGMENT AND AGREEMENT**

The undersigned hereby acknowledges that he/she has received, and has read, a copy of the Conflict of Interest Policy of the Canadian Association of Radiologists and agrees to comply with such policy.

**DATED** the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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**Witness**

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**Signature**

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Name

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Title

Adopted by the Board of Directors on April 11, 2019.