WSAVA Policy on Conflict of Interest
World Small Animal Veterinary Association (WSAVA)
Last Review: January 2019

1. Purpose
The purpose of this policy is to protect the integrity of the WSAVA’s decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and the WSAVA Brand.

All volunteers and staff of WSAVA will strive to avoid any conflict of interest between the interests of the association on the one hand, and personal, professional, and business interests on the other.

This policy is to help volunteers of WSAVA to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of WSAVA and manage risk.

2. Objective
The WSAVA Executive Board aims to ensure that all volunteers are aware of their obligations to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of the WSAVA.

3. Definition of conflicts of interests
A conflict of interest occurs when a person’s interests’ conflict with their responsibility to act in the best interests of the association. Conflicting interests include duties and direct interests as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as an employee or shareholder). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

3.1. Industry Partner Representatives on WSAVA Committees and Groups
3.1.1. Committee Chair - Full time employees of an animal health industry partner cannot be a Chair of a committee or group.
3.1.2. Committee Member – Full time employees of an animal health industry partner may only be invited as a member of a committee or group if reasons are expertise based and under a non-voting capacity.
3.1.3. Advisory Member – Industry Partner representatives can be invited as an advisory capacity and are entitled to a face to face or teleconference with the committee/group chair and/or committee/group annually.

3.2. Other conflicts of interests of WSAVA Committees and Groups;
3.2.1. Competition – A member of a committee of another organisation that is competing for the same funding cannot be a Chair or member of a WSAVA committee or group
3.2.2. Business Shares – Anyone with shares in a business that may be awarded a contract by the WSAVA cannot be a Chair or member of a WSAVA committee or group
3.2.3. Relationship – A committee member who is related to a member of staff or the Executive Board cannot be involved in a decision to be taken on staff pay and/or staff and Executive Board conditions.

3.3. Declaration - All committee members shall sign a declaration of conflict of interest upon first becoming part of the committee, and then whenever a change in situation
occurs. WSAVA must ensure that its volunteers are aware of this policy and that they disclose any actual or perceived material conflicts of interests as required.

4. **Responsibility of the Executive Board and LNC**
The Leadership and Nomination Committee (LNC) will supervise possible conflicts of interest and ensure signage of declaration of conflict of interest.

4.1. **Identification and disclosure of conflicts of interest**
Once a (potential) conflict of interest has been identified, it must be raised with the LNC. The LNC must then inform the WSAVA Secretariat. The WSAVA Secretariat must maintain a register of these conflicts and record related information (including the nature and extent of the conflict of interest and any steps taken to address it).

5. **Actions**

5.1. **Conflicts of interest of volunteers** - Once a conflict of interest has been appropriately disclosed, the LNC must decide whether or not those conflicted volunteers should participate in any debate.

5.1.1. If the issue cannot be resolved by the LNC, it will give a recommendation of action to the Board. The course of action will be decided by the Executive Board after hearing all interested parties and the recommendation of the LNC.

5.1.2. In exceptional circumstances, such as where a conflict is very significant or likely to prevent a volunteer from regularly participating in discussions, the executive board, after hearing the LNC recommendation, needs to consider whether it is appropriate for the person conflicted to resign from the committee.

5.2. **Points of Consideration**
In deciding what approach to take, the LNC will consider:
- whether the conflict needs to be resolved or simply documented
- whether the conflict will realistically impair the disclosing person’s capacity to impartially participate in decision-making
- the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the association.

5.3. **Executive Decisions** - The approval of any action requires the majority decision during a meeting of the Executive Board (excluding any conflicted member/s). The action and result of the voting will be recorded in the minutes of the meeting and in the register of interests.

6. **Compliance**

6.1. **Conflict of Interest Forms** - Upon appointment, each committee member will make a full, written disclosure of interests, such as relationships, and posts held, by signing the Conflict of Interest and Disclosure of Interests form (Appendix 1). This written disclosure will be kept on file and will be updated as appropriate.

6.2. **Arising Conflicts** - If, in the course of meetings or activities, a conflict of interest arises for any of the volunteers present, those volunteers will disclose any interests*. Any such disclosure and the subsequent actions taken will be noted in the minutes.

* After disclosure, the member will be asked to leave the room for the discussion and will not be able to take part in the decision.

6.3. **Failure to Comply** - If the LNC has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances. If it is found that this person has failed to disclose a conflict of interest, the Executive Board may take action against them. This may include seeking to terminate their relationship with the WSAVA.
Appendix 1

World Small Animal Veterinary Association
Conflict of Interest and Disclosure of Certain Interests
Signature Form

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in the WSAVA Policy on Conflicts of Interest).

Employment by a WSAVA sponsor
Directorship or membership of an advisory board or special interest group whose interests are supported by a WSAVA sponsor company

Assisting in the design of clinical studies concerning the use of products manufactured by a WSAVA sponsor

Investments held in WSAVA sponsor companies
Other
I hereby certify that the information given above is true and complete to the best of my knowledge. I have read and agree to abide by the Conflict of Interest Policy of the WSAVA.

Signature:

Print Name:
Date:

Please return the completed declaration to the WSAVA secretariat at admin@wsava.org