

## NAEAC POLICY ON CONFLICT OF INTEREST

Members of animal ethics committees (AECs) are expected to perform their functions in good faith, honesty and impartiality, and to avoid situations that might compromise their integrity or otherwise lead to conflicts of interest.

At the time of appointment to an AEC, a general declaration of whether conflict of interest exists or not, should be made by each new member and held on record (see template below). A conflict of interest should not preclude a person from being an AEC member provided they abide by the requirements of this policy.

Members are expected to declare to any areas (including research or any other matter before the committee) where they believe there is a potential conflict of interest. This is to be raised with the AEC Chair in advance of any committee work on a matter where a conflict of interest could occur, or be perceived to occur for whatever reason. It is recommended that members err on the side of caution in disclosing potential/actual conflicts of interest to ensure transparency. Members should be given an opportunity to provide suggestions on how any conflict could be handled.

On declaration of a potential/actual conflict of interest on a specific issue the Chair has the discretion to consider how the conflict of interest is to be handled on a case-by-case basis. As a minimum, the AEC membership should be advised of the conflict of interest and committee records should reflect the expression of a specific conflict of interest, what it is in relation to, and how the conflict is being handled.

Additional remedies, when the matter relating to the conflict of interest is discussed in committee, could include:

- the member with the conflict of interest participating in discussion but not participating in any vote or final decision; or
- the member with the conflict of interest not participating in discussions, but may observe discussions and answer questions; or
- the member with the conflict of interest withdrawing from any discussions or deliberations.

Where the Chair has the conflict of interest, then the Deputy Chair (if there is one) or an acting Chair agreed by AEC members, should assume the Chair for the duration of the matter where conflict has been declared.

NAEAC members can provide guidance or training on the management of conflict of interest to AEC committees, where requested. Further guidance on conflicts of interest is available at: <http://www.oag.govt.nz/>

Animal Ethics Committee: [name]

**CONFLICT OF INTEREST DECLARATION**

I declare that to the best of my knowledge, I do not have:

- any financial or other pecuniary interest in the supply of [services, research] in respect of matters that may come before the AEC during the tenure of my membership;
- any relatives or friends with financial or other pecuniary interest in the [services, research] in respect of matters that may come before the AEC during the tenure of my membership; or
- any personal bias, inclination, personal obligation, allegiance or loyalty which would in any way affect my decisions in relation to the work of the AEC, other than as set out below.

I undertake to make a further declaration detailing any conflict, potential conflict or apparent conflict which may arise during the duration of my committee membership. I agree to abstain from any decision where such a conflict arises if required to do so.

Committee Member	Review/Acknowledgment
<div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 200px; margin: 0 auto;"></div> <div>(Signature)</div> </div> <div style="margin-top: 20px;"> Name: <div style="border-bottom: 1px solid black; width: 200px; display: inline-block;"></div> </div> <div style="margin-top: 20px;"> Date: <div style="border-bottom: 1px solid black; width: 200px; display: inline-block;"></div> </div>	<div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 200px; margin: 0 auto;"></div> <div>(Signature)</div> </div> <div style="margin-top: 20px;"> Name: <div style="border-bottom: 1px dashed black; width: 200px; display: inline-block;"></div> <div>(AEC Chair)</div> </div> <div style="margin-top: 20px;"> Date: <div style="border-bottom: 1px dashed black; width: 200px; display: inline-block;"></div> </div>