



Lung Cancer Europe

Policy on Duality and Conflict of Interest regarding Staff and Volunteers

Contents

1. Purpose	2
2. Scope	2
3. Definition.....	2
4. Reporting Process.....	3
5. Responsibility.....	3
6. Declaration of Interest Form	3
6.1 Introduction and purpose	3
6.2 Definition of categories of interest	4
6.2.1 Consultancy.....	4
6.2.2 Committee membership.....	4
6.2.3 Other	4



Lung Cancer Europe

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1. Purpose

Lung Cancer Europe is well served when its volunteers and staff have diverse interests and participate in activities outside of the organization. These outside interests and participations enhance the experience and expertise that volunteers and staff bring to their various roles in serving, governing, or representing Lung Cancer Europe

Situations occasionally arise in which an individual serving Lung Cancer Europe as a staff member or in an elected or appointed position has a duality of interest that may be, or could be, perceived as a relevant duality of interest or even a conflict of interest. It is not the intent of this policy to prohibit or discourage anyone from participation in the activities of Lung Cancer Europe other outside interests. Closely related dualities of interest are not inherently wrong or forbidden, but Lung Cancer Europe must be made aware of such interests in order to be able to evaluate fully their impact on its mission and activities.

A key element in monitoring relevant dualities of interest and in avoiding potential conflicts of interest is a system by which those serving Lung Cancer Europe disclose these interests on an annual basis. This permits Lung Cancer Europe to determine if a duality of interest is relevant, or if a conflict of interest exists, and take the steps necessary to minimize the likelihood that a conflict would arise or to manage the conflict of interest.

2. Scope

The following categories of volunteer leaders and staff are required to disclose to Lung Cancer Europe any dualities that may be relevant to the organization's work:

- Board members
- Standing committee members
- Working group members
- Medical Advisory Committee members
- Staff members
- LuCE ambassadors

3. Definition

Generally, a relevant duality of interest or an actual conflict of interest exists when volunteers or staff members have material interests outside of Lung Cancer Europe that could influence them, or could be perceived as influencing them, to act contrary to the interests of Lung Cancer Europe, and for their own personal benefit or that of a family member or a business associate.

Most often, a relevant duality of interest is financial, such as when an individual has an employment



Lung Cancer Europe

Policy on Duality and Conflict of Interest regarding Staff and Volunteers

relationship, a stock ownership interest, or a consultative or advisory arrangement, or receives a grant or stipend. A conflict of interest may also exist in situations of current, past, or future employment, or other situations that do not arise out of financial considerations.

Categories of duality and conflict of interest that need to be disclosed to Lung Cancer Europe are detailed in the Declaration of Interest form.

4. Reporting Process

Board Members, standing committee members, working group members, staff members, Medical Advisory Committee members and LuCE ambassadors who are subject to this policy must complete and submit a Declaration of Interest form at the time they are nominated, appointed, employed, or become officially associated with an activity of Lung Cancer Europe and each year thereafter until which time their position with Lung Cancer Europe ends.

In addition, those required to submit the statement are expected to notify Lung Cancer Europe President in writing (e-mail is approved for this notification) if there are any material changes since the last statement was submitted. This must be completed within 4 weeks of these changes occurring.

5. Responsibility

It is the responsibility of LuCE's President to ensure that:

- All relevant people have a copy of this policy;
- The Declaration of Interest is completed by all persons covered by the policy when they initially become involved with Lung Cancer Europe and annually thereafter;
- Confirm to the Board that all relevant people have submitted a Declaration of Interest form and whether any relevant duality or conflicts of interest exist;
- Instruct relevant individuals what actions should or must be taken to reduce or eliminate a potential or real conflict of interest;
- This policy is reviewed annually and revision is made whenever appropriate.

6. Declaration of Interest Form

6.1 Introduction and purpose

Lung Cancer Europe is well served when its volunteers and staff have diverse interests and participate in activities outside of the organization. These outside interests and participations enhance the experience and expertise that volunteers and staff bring to their various roles in serving, governing, or representing Lung Cancer Europe.

Situations occasionally arise in which an individual serving Lung Cancer Europe as a staff member or in an elected or appointed position has a duality of interest that may be, or could be, perceived as a relevant duality of interest or even a conflict of interest. It is not the intent of this policy to



Lung Cancer Europe

Policy on Duality and Conflict of Interest regarding Staff and Volunteers

prohibit or discourage anyone from participation in the activities of Lung Cancer Europe or other outside interests. Closely related dualities of interest are not inherently wrong or forbidden, but Lung Cancer Europe must be made aware of such interests in order to be able to evaluate fully their impact on its mission and activities.

A key element in monitoring relevant dualities of interest and in avoiding potential conflicts of interest is a system by which those serving Lung Cancer Europe must disclose these interests. This permits Lung Cancer Europe to determine if a duality of interest is relevant and take the steps necessary to minimize the likelihood that a conflict would arise.

A relevant duality of Interest or actual conflict of interest may arise when a LuCE Board member's personal business, occupational or professional interest or affiliations may conflict with the discussions held or decisions made within the LuCE board.

In light of the above, we are asking all of LuCE board members, staff members, Ambassadors, Standing Committee and Working Group members and Medical Advisory Committee members to make an annual declaration of their interests. This will be shared with the LuCE Board, but not made available publicly.

We kindly ask you to complete and return this Declaration of Interest form to (e- mail address)

6.2 Definition of categories of interest

6.2.1 Consultancy

This is where you provide consultancy services to a public or private organisation regardless of contractual arrangements or any form of remuneration. This could be the provision of consultancy services to a pharmaceutical or medical device company or an organisation that may be in conflict with LuCE's mission (eg. tobacco company) or a competitor of LuCE for project funds (eg. GLCC)

6.2.2 Committee membership

This is where you participate in a committee (e.g. steering committee, advisory board, etc.) with the role of providing advice/expressing opinions to a public or private organisation, regardless of contractual arrangement or any form of remuneration. This would involve pharmaceutical or medical device company committees or committee of organisations with positions that are incompatible with LuCE's mission (eg. committee supporting unproven cancer therapies)

6.2.3 Other

This is where some other interest exists that may be relevant to your role on the LuCE board (e.g. close family member working for a relevant public or private organisation etc.)



Lung Cancer Europe

Policy on Duality and Conflict of Interest regarding Staff and Volunteers

Declaration of interest

Your name:

Organisation(s): [ORGANISATION(S) YOU WORK FOR A LIVING AND AS A VOLUNTEER]

Date

Other than my involvement in the above mentioned organisation(s), I declare that, to the best of my knowledge the only interest that are relevant to my role in the LuCE Board are those listed below:

Category of interest	Please check the appropriate "Yes" or "No" box. If you tick "Yes", please provide brief details about the interest. Please take into account current activities and/or those that you have been involved with over the past two years		
	No	Yes	Brief Details/Description
Consultancy (public/non-profit organisation)			
Consultancy (commercial organisation)			
Committee Membership (public/non-profit organisation)			
Committee Membership (Commercial organisation)			
Stock ownership			



Lung Cancer Europe

Policy on Duality and Conflict of Interest regarding Staff and Volunteers

Other (eg. partner is working for a pharmaceutical company with an interest in lung cancer or etc.)			
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Date and signature: