

## CADTH Code of Conduct Agreement Form for Members of CADTH Committees and Expert Review Panels

I have read and understand the provisions contained in this Code of Conduct, and agree to abide by those provisions.

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Print Name

Signature

Date (valid up to 5 years from date)

### **Preamble:**

This Code of Conduct has been prepared to clearly and openly express the expectations for Members of CADTH Committees and Expert Review Panels (hereinafter "Committees/Panels") in carrying out their duties. In order to serve as a member of a Committee/Panel, members must agree to and comply with this Code of Conduct.

The Code is designed to clearly set out principles, values and standards of behaviour that guide the decisions or deliberations that are encompassed within the responsibilities of CADTH Committees/Panels and support the effective operations of the CADTH Committees/Panels.

### **1. Applicability**

All Members of CADTH Committees/Panels must abide by this Code of Conduct.

- 1.1. This Agreement form, once signed, will be retained on file at CADTH and will apply to any and all Committees/Panels in which the Member participates.
- 1.2. This Agreement form is valid for a maximum of 5 (five) years from date signed.

### **2. Conduct**

#### 2.1. Equality

*Members, while representing diverse backgrounds, skills and experiences, will have an equal voice and equal representation on the Committee/Panel.*

#### 2.2. Participation

*Members will actively participate in discussions.*

*Members will partake in active listening and provide opportunity for all members to participate in discussions.*

*Members shall maintain a level of professional competence and knowledge required to discharge their obligations and duties.*

## 2.3. Respect

*Members will not always agree with one another on all issues, but debates will be conducted in an atmosphere of mutual respect and courtesy.*

*Members have an obligation to act fairly in the conduct of their duties.*

*Members will support all properly authorized actions and once a decision has been made, the Committee/Panel will speak with one voice.*

## 2.4. Focus

*Members will not partake in sidebar discussions.*

*Members will not partake in double tasking (e.g. no blackberries).*

## 2.5. Transparency

*Members will bring forth all issues.*

*Members will engage in direct exchange of information, opinions, and ideas.*

## 2.6. Confidentiality

*Members will respect the confidentiality of all information (including verbal information), and materials received when carrying out their duties.*

*Members shall not intentionally divulge any such information to any person other than another Committee/Panel Member unless legally required to do so.*

*Members shall not use information obtained as a result of their involvement in Committee/Panel matters for personal benefit.*

## 2.7. Meeting Preparedness

*Members will regularly attend meetings.*

*Members will read meeting materials in advance of the meeting and will be prepared to fully participate in the discussion.*

## 3. Compliance

If a Member does not comply with this Code of Conduct, CADTH reserves the right to terminate the Member's participation on the Committee/Panel.

## 4. Communications

All third party (media, industry, professional associations, patient groups, etc.) requests for information regarding the Committee/Panel are to be directed to CADTH Corporate Communications for response. Members are not to respond to third party requests unless directed or assigned by CADTH to do so.