

Code of Conduct Agreement for Committee and Panel Members

1.0 Introduction

This Code of Conduct has been prepared to clearly and openly express the expectations for Canada's Drug Agency (CDA-AMC) Committee and Panel members in carrying out their duties.

This code is designed to clearly set out principles and standards of behaviour that guide the members in their affairs and responsibilities pertaining to CDA-AMC operations.

2.0 Conduct

2.1. Equality and Respect

CDA-AMC is committed to providing a safe place where everyone with an interest in evidence-based decision-making about drugs, medical devices, and health systems can meet for productive, meaningful, respectful discussion and dialogue.

While serving on committees or panels, all members will have an equal voice, regardless of background, skills, or experience.

Due to the nature of the meetings, it is expected that members will not always agree with one another, however it is expected that debates will be conducted in an atmosphere of mutual respect and courtesy. Members have an obligation to act fairly towards all other members, observers and CDA-AMC staff, while carrying out their duties.

2.2. Participation and preparedness

Members are expected to attend meetings regularly and partake in discussion, active listening and be engaged during meetings. This includes allowing opportunity for other members to participate.

In addition, members are expected to maintain a level of professional competence and knowledge to discharge their obligations and duties. This includes coming to meetings prepared, having read all meeting materials in advance.

When decisions are made or actions are authorized, the members will support these and the committee/panel will speak in unity.

During meetings members are expected to refrain from double tasking (i.e., checking cellphones, emails, etc.) as well as having sidebar discussions with other members.

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2.3. Transparency

It is CDA-AMC's intent to be as transparent as possible and as such, members are expected to bring forth any potential issues or conflicts that may arise. Members are expected to declare all conflicts of interest relating to their work with CDA-AMC, for detailed information refer to the *Conflict of Interest Policy*. In addition, members can refer to the *Issues and Crisis Communications Policy* for more information on identifying issues.

2.4. Confidentiality

Members must read, understand, and agree to CDA-AMC's *Handling of Sensitive and Confidential Information Policy*.

Members will respect the confidentiality of information, discussions, and materials to which they are privy when carrying out their duties and take all such steps as may be reasonably necessary to prevent the unauthorized access, use, disclosure, publication, or dissemination of confidential information to any person or entity.

2.5. Communications

All third party (media, industry, professional associations, patient groups, etc.) requests for information regarding CDA-AMC business are to be directed to CDA-AMC Corporate Communications for response. Members are not to respond to third party requests unless directed or assigned by CDA-AMC to do so.

Media-relations activities and media interviews are restricted to the President & CEO, or authorized delegate. Individuals not authorized to serve as spokespersons will not make any public statements on behalf of CDA-AMC. For further information, refer to the *Issues and Crisis Communications Policy*.

From time-to-time members may be called upon to speak to the media regarding specific areas of responsibility or subject matter. These opportunities will be pre-arranged in consultation with the President & CEO, or delegate.

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3.0 Agreement

By signing this agreement, I am stating that I have read, understood, and agree to comply with the information in this Code of Conduct Agreement along with the supporting policies identified. Once signed, this agreement is valid for a maximum of one (1) year and must be renewed annually.

CDA-AMC reserves the right to suspend or terminate the member's appointment if they do not comply with this Code of Conduct.

Date

Print Name

Signature