



ANZGOG CONFLICT OF INTEREST POLICY

1. Background

- 1.1 The purpose of this Policy is to effectively identify, disclose and manage any actual, potential or perceived conflict of interest in order to protect the integrity of ANZGOG, manage risk and provide guidelines for handling all perceived, potential or actual conflicts of interest.

2. Scope

- 2.1 This policy applies to all members of the ANZGOG Board and its Committees required under the Constitution and their sub-committees, focus groups or working groups, cancer consumer volunteers and Study Principal Investigators (**collectively “members”**).

3. Conflicts of interest

- 3.1 A conflict of interest (**conflict**) will arise where member's private or financial relationships, or interest could result in conflict, or present the perception that they are conflicting with their responsibilities and obligations to ANZGOG. Such competing interests may compromise, or give the appearance of compromising, the ability of the member to fulfil their roles impartially.
- 3.2 Conflict of interests may be real, perceived or potential:
- **Actual** – where a direct conflict exists between current official duties and existing private interests.
 - **Perceived** – where it appears, or could be construed that, interests are improperly influencing the performance of ANZGOG duties (regardless of whether it is actually the case).
 - **Potential** – where private interests may not currently be but could conceivably develop in direct conflict with ANZGOG duties.
- 3.3 It is the responsibility of all members to identify and disclose any conflicts of interest and to take action to avoid or manage situations in which a conflict of interest could arise or could be perceived to arise as soon as the conflict of interest is identified.
- 3.4 The provision or existence of a benefit may give rise to a conflict of interest. A benefit may include, but is not limited to, sitting on governing boards, advisory boards and committees, consultancies, conference attendance fees and expenses, institutional research grants (including personal), honorariums, gifts, owing shares, hospitality or other financial, or other non-financial benefits (**Benefits**). This includes Benefits received by a member's immediate family. Trial specific funding does not need to be declared.
- 3.5 ANZGOG has identified a particular concern in relation to conflicts which may arise from Benefits received from pharmaceutical companies. However, conflicts are not limited to pharmaceutical companies and can arise from any number of sources.

4. Managing conflicts

- 4.1 ANZGOG requires both periodic and ongoing disclosures to be made. Annually, all members will be asked to provide a signed "Conflict of Interest Declaration Form" (the Declaration) (appendix 1 to this policy) describing any arrangements providing Benefits that have been entered into, or that have been active, over the previous 12 month period.
- 4.2 Upon becoming aware of any conflict a member must take steps to disclose the Benefit by completing the Declaration and providing it to the Company Secretary who will notify the Chair of the Board and applicable committee/s chair/s.
- 4.3 Members are required to complete the Declaration for all Benefits exceeding \$1,000 in value.
- 4.4 Declarations will be recorded in the minutes of the relevant Board or committee meeting and the conflicts register. It is understood that information provided by the relevant member is for the purposes of disclosing potential conflicts of interest within the group will not be put to or used for any other purpose and will be disclosed only to the Board.
- 4.5 Members should monitor their declared conflicts and advise the Board if a conflict has ceased to exist or changes
- 4.6 Once a conflict is disclosed the Chair of the Board or a Committee Chair may, at their discretion, take steps to deal with the conflict having regard to the nature of the conflict, its degree, whether the member making the disclosure is in a position to effect decisions around the subject of the conflict, whether the conflict could impair the member's impartiality and the potential for the probity and reputation of ANZGOG to be brought into disrepute.
- 4.7 In responding to a conflict of interest the Chair of the Board or the Committee Chair may take such steps as documenting the conflict on the record, excluding the member from discussion around certain subjects, excluding the member from voting on specific resolutions, excluding the member from Board or Committee activities.
- 4.8 Where in the opinion of the Board of ANZGOG or a the Audit, Risk and Compliance Committee (where the Chair reports directly to the Board), a member is required to lodge a Declaration and fails to do so within a reasonable time in accordance with this Policy, such members may become ineligible to hold an office, including committee participation within ANZGOG and may have their relationship with ANZGOG terminated.

PLEASE COMPLETE ANNEXED DECLARATION INDICATING BENEFITS RECEIVED

I certify that

- I have read the ANZGOG Conflict of Interest Policy and agree to abide by its principles.
- I have disclosed in the Declaration all interests my and my immediate family's relevant to my role in ANZGOG.
- Neither I nor members of my immediate family hold a significant direct equity in any study or meeting sponsor.
- I have not entered into any financial arrangement for any study whereby the value of compensation paid to me could affect the outcome of the study.
- I do not have any proprietary interest in the list product relevant to any study.

NAME: _____

ANZGOG POSITION / ROLE: _____

INSTITUTION: _____

SIGNATURE: _____ **DATE:** _____



Appendix 1: Conflict of Interest Declaration Form

Name	
Position	
Date	

Company or organisation providing the Benefit	Description of interest	Nature of Benefit received or anticipated	Estimated value	Date of Disclosure	Steps taken by you to deal with the actual or perceived potential conflict	Outcome of Board considerations and recommendations made

Tick box if you have nil to declare.

Reviewed by the Company Secretary	
Signature:	Date:

Document Title	ANZGOG BOARD CONFLICTS OF INTEREST POLICY AND DECLARATION			
Description	Conflict of interest disclosures by ANZGOG Board members and its Committees as required under the Constitution and their sub-committees.			
Created By	CEO and Company Secretary (Alison Evans)			
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Maintained By	Company Secretary and Governance Coordinator			
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2023 V1.0	CQ	Board Approved	20230518	Final