

Conflict of Interest Policy

Resuscitation Council UK [RCUK] is a Charitable Incorporated Organisation. As such, public and professional trust in the integrity and independence of its scientific and decision-making processes, and its adherence to high standards for the conduct of its charitable activities is essential. RCUK recognises that those representing the Council (see below) may have relationships, interests, and memberships that support and benefit the objects of RCUK. However, there may be occasions when these relationships give rise to or give the appearance of an actual or potential conflict of interest. To protect both RCUK and those representing the organisation, this policy is designed to allow disclosure of any such relationships. The aim of the policy is to ensure that actions taken by those representing the organisation are in the best interest of RCUK, thereby protecting RCUK and its representatives from the appearance of bias or improper influence by individual personal or business interests, family or close associates within RCUK.

Definition of Representatives of RCUK

This term is used to include, but not be limited to Trustees, members of the Executive Committee, members of the Subcommittees, members of Working Groups set up by RCUK, and other individuals appointed to represent RCUK.

1. RCUK wishes to ensure that all those who contribute to its scientific, educational, administrative and professional activities declare any activities that could potentially influence their judgement or contribution. Any declaration should be within the time period of 18 months prior to, or 18 months following the date of signature.
2. This policy is for use by those defined above as Representatives of RCUK.
3. A conflict of interest (COI) is defined as ‘any circumstance or set of circumstances that creates or has the potential to create a risk that professional judgement or actions may or will be influenced by the said circumstances’.
4. The following are conditions in which Representatives of RCUK must declare an interest which may or have the potential to conflict with their responsibilities to RCUK:
 - 4.1. Employment: All Representatives should make a full declaration of their paid employment. Details of salaries received are not required. Any voluntary positions must also be declared for full transparency.
 - 4.2. Associated intellectual or business relationships: All Representatives should make a full disclosure about paid or unpaid relationships with other organisations. In addition, if Representatives or close family have a business relationship with a company that is directly related to the possible areas under discussion, this must be declared.
 - 4.3. All Representatives should make a full disclosure about paid or unpaid relationships with other organisations including other charities. In addition, if Representatives or close family

have a business relationship with a company that is directly related to the possible areas under discussion, this must be declared.

- 4.4. Boards or consultancies (paid or not), honoraria, payment for lectures received: if you are a board member or consultant (paid or not paid), or if Representatives received an honorarium or were paid for one or more lectures, for an external party and directly related to the possible areas under discussion, these must be declared.
- 4.5. Equity, shares, ownership: Equities, shares and ownerships by Representatives or immediate family¹ if directly related to the possible areas under discussion, must be declared. If you participate in an investment fund over which you have no control how the fund is managed, this does not need to be declared.
- 4.6. Funding of research grant received: Regardless of the kind of funding (industry or charitable), funding of research grants received must be declared.
- 4.7. Miscellaneous disclosures: Other relationships directly related to the possible areas under discussion, which may be perceived by the public or colleagues to be a COI (e.g. medicolegal practice).

Where applicable, only the source of the income and the nature of the COI are to be disclosed; the amount of any payment or grant etc. is not required.

5. When should a COI be declared?

- 5.1. All of the individuals defined as Representatives of RCUK will have a COI Declaration record established. All Representatives must update their COI declaration annually, immediately when there is a new COI as defined in 4c, or after being reminded by RCUK Office. Alternatively, COI declarations can be submitted to RCUK Office for entry onto the record at any point during the year.
- 5.2. If the Representative has no potential conflicts, this also must be declared.
- 5.3. Individual members are responsible for keeping their COI declaration up to date and to amend their COI declaration in case of new potential COIs.
- 5.4. When an agenda point is discussed in official meetings of RCUK, where one of the members present has a COI, this member should declare his COI before this agenda point is discussed.

6. Consequences of a COI

Having declared a COI, a member may still participate in discussions that relate to this topic but should not be involved in decision making. In some circumstances, it may be appropriate to excuse that person from the whole discussion.

If it is noticed that an individual has a relevant COI that has not been declared, this will be reviewed by the Trustees. Failure to declare an interest may result in the Representative being asked to relinquish their role within RCUK.

7. Record of interests and their publication RCUK will keep an electronic COI record for all Representatives including the Definition of Representatives. The COI record will be made available to the Trustees and CEO.

Notes

Someone's spouse, partner, civil partner, parents and grandparents, children and grandchildren, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law. Adopted, half, and step members are also included in immediate family.

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