

CADTH Board of Directors

Mutual Commitments on Conduct

Introduction

All Directors of the CADTH Board agree to adhere to the principles of conduct and engagement presented in this document. In fulfilling their responsibilities, Directors are expected to maintain high ethical standards in their personal and professional behaviour and to act in accordance with CADTH values. As leaders, Directors must anticipate the consequences of their decisions and actions and accept responsibility for their results, both personally and collectively on behalf of the organization. This framework has been developed collaboratively by the CADTH Board and is intended to serve as a guide.

Equality

Directors, while bringing to the Board diverse backgrounds, skills, and experiences, will have an equal voice and equal representation on the Board.

Active Listening

Directors will partake in active listening and encourage all members to participate in discussions.

Participation

- Directors will actively participate in discussions and contribute to the consensus decision-making process adopted by the CADTH Board.
- Directors will commit to keeping pace with advancements in the field of health technology assessment.
- Directors will commit to continuous development of their leadership skills.

Outreach

- Directors will seek out and identify opportunities to champion the work of CADTH and its role in the health system, serving as ambassadors on behalf of the organization.
- Jurisdictional Directors will seek to actively represent the views of each jurisdiction in their respective geographic region and will regularly engage in communication with the designated CADTH contact(s) in that region.

Respect

- Directors will not always agree with one another on all issues, but debates will be conducted in an atmosphere of mutual respect and courtesy, in the solidarity and confidentiality of the Board exchange.
- Directors will support all properly authorized Board actions and, once a decision has been made, the Board will speak with one voice.

Focus

- Directors will not partake in sidebar discussions.
- Directors will not partake in double-tasking (e.g., no mobile devices).

Candour

- Directors will bring forth all relevant issues.
- Directors will engage in direct exchange of information, opinions, and ideas.

Ethics

- Directors will identify and disclose all real, potential, or perceived conflicts of interest as soon as they arise.
- Directors will demonstrate integrity in their personal conduct, recognizing that their actions reflect on the reputation of CADTH.
- Directors will strive to understand and respect all participants, regardless of ethnicity, religion, gender, age, education, profession, language, sexual orientation, or physical or mental disability.
- Directors will strive to embody the CADTH organizational values.
- Directors will be accountable for their performance through an annual self-assessment.

Confidentiality

Directors will respect the confidentiality of all information (including verbal information) and materials addressed when carrying out their duties.

Meeting Preparedness

- Directors will regularly attend meetings.
- Directors will read meeting materials in advance of the meeting and will be prepared to fully participate in the discussion.
- Directors will own the agenda and the meeting outcomes.

Agreement

I commit to practising the behaviours described in this document.

Name (please print)

Signature

Date