



# pan-Canadian Oncology Drug Review Code of Conduct

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## 1 About This Document

Except as otherwise provided in pCODR's Letters Patent, By-laws or in the Terms of Reference of any committee, panel or advisory group created by pCODR, the following Code of Conduct shall apply in respect of pCODR's committees.

## 2 Definitions

- In this Code of Conduct, the following definitions shall apply:
  - a) "pCODR" means pan-Canadian Oncology Drug Review;
  - b) "Committee" means a committee, panel or advisory group created by or pursuant to pCODR's Letters Patent or By-laws or by resolution of the President and CEO of CADTH;
  - c) "Member" means a member of the Committee.

## 3 Code of Conduct

- Members of every Committee must abide by this Code of Conduct.

## 4 Code of Communications

- Members of every Committee must abide by the *pCODR Code of Communications*, which is considered a companion to this document.

## 5 Conflict of Interest Guidelines

- Members of every Committee must abide by the pCODR Conflict of Interest Guidelines, as approved by the President and CEO of CADTH.

## 6 Conduct

- Members have an obligation to act fairly in the conduct of their duties.
- Members shall avoid impropriety and the appearance of impropriety and shall observe high standards of conduct so that the integrity and impartiality of the Committee on which they serve and the process they are required to follow is preserved.
- Members shall be independent and impartial.
- Members shall not be influenced by self-interest, outside pressure, political considerations or fear of criticism.
- Members shall not allow past or existing financial, business, professional, family or social relationships or responsibilities to influence their conduct or judgement.
- Members shall treat all interested parties with dignity and respect.

- Members shall act with honesty and integrity, and conduct themselves in a manner consistent with the nature of the responsibilities and the maintenance of public confidence in the conduct of the Committee’s business.
- Members shall maintain a level of professional competence and knowledge required to discharge their obligations and duties.
- In any proceedings or reviews (collectively the “Proceedings”) in which the Member or the Committee (of which he/she is a Member) is involved, the Member shall:
  - a) treat each party to the Proceedings with dignity and respect;
  - b) act in a manner that is fair to all parties in the Proceedings and avoid creating an appearance of impropriety or an appearance of bias;
  - c) act fairly in the conduct of the Proceedings;
  - d) ensure that the Proceedings are as efficient as the considerations of fairness permit;
  - e) refrain from publicly expressing opinions concerning the merits of any decision taken by Members of the Committee
  - f) refrain from taking part in such Proceedings where any circumstance exists which raises or could raise a reasonable apprehension of bias, including where the Member:
    - i) has a conflict of interest;
    - ii) is associated, or has in the preceding two (2) years been associated, with a private firm which represents one of the parties in the Proceedings;
    - iii) has personal, family, social, work or business relationships with one of the parties to the Proceedings; or
    - iv) has demonstrated hostility or favouritism towards one of the parties in the Proceedings.
- In performing their duties, Members shall be collegial and assist colleagues through the exchange of views, information and opinions.
- Members shall perform their official duties and responsibilities fully and diligently.
- Members are expected to respect the confidentiality of any materials provided by pCODR or parties to Proceedings. No Members shall knowingly divulge any such information to any person other than another Member unless the Member is legally required to do so. A Member shall not use information obtained as a result of his or her involvement in Committee matters for his or her personal benefit. Each Member shall avoid activities that might create appearances that he or she has benefited from confidential information received during the course of his or her activities on Committee matters.

Nothing herein shall have the effect of limiting the scope of any conflict of interest guidelines specifically applicable to Members.

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

\_\_\_\_\_  
Member’s Name

\_\_\_\_\_  
Date