

IUHPE Health Promotion Accreditation System

Scope of Conflict of Interest Policy

This policy addresses actual, potential, and perceived conflicts of interest related to the responsibilities of all persons acting on behalf of the IUHPE Health Promotion Accreditation System in relation to all aspects of its operation and in particular in relation to assessment/appeals procedures for all applications. For other aspects of conflict of interest, the relevant IUHPE policy applies.¹

Conflict of Interest - Definition

A conflict of interest is defined as any relationship with an applicant or other relevant person or organisation that could interfere with the ability of the individual to exercise objectivity in the accreditation/registration process or any other relevant aspects/processes of the System. A perceived conflict of interest is any such relationship that could be perceived as interfering with the individual's ability to exercise objectivity, even if this is not necessarily the case.

Circumstances that may create a real or perceived conflict of interest include, but are not limited to, situations in which an assessor/reviewer/other relevant person:

- Is a close relative (e.g. spouse, parent, child, or sibling) of the applicant
- Has close personal relationship with an applicant
- Is employed by the applicant, or has a close relative (spouse, parent, child, or sibling) who is so employed
- Is, or has been, a consultant to the applicant, or has a close relative who is, or has been, such a consultant
- Has a monetary or personal interest in the outcome of the accreditation/registration decision
- Is a graduate of a course offered by an applicant?
- Manifests a partiality that prevents objective consideration of an application for accreditation/registration.

¹ Available from Chair IUHPE Global Accreditation Organisation

Application of Policy

- All persons involved in or acting on behalf of the IUHPE Accreditation System in relation to assessment/appeals procedures for all applications or any other relevant activity must not accept any role in these procedures if there is a real, potential or perceived conflict of interest with their participation in the process.
- All persons involved in or acting on behalf of the IUHPE Health Promotion Accreditation System in relation to assessment/appeals procedures for all applications or any other relevant activity must report any concerns about their own or others' real, potential or perceived conflict of interest with their participation in the process to the Chair of the IUHPE Global (or National) Board of Directors as relevant.
- The Chair of the relevant Assessment/Appeals Committees must remind all those who are active in the relevant processes that they must avoid all real and perceived conflicts of interest as each round of applications are considered or Appeals processed.
- All persons acting on behalf of the IUHPE Health Promotion Accreditation Organisation (Global or National) in relation to assessment/appeals procedures for all applications or other relevant activities must not accept any role that activity if there is a real, potential or perceived conflict of interest with their participation in the process.
- When accepting appointment as an assessor or reviewer the individual must sign a statement (see below) attesting to the fact that that s/he has no real or perceived conflict of interest in relation to any of the applications being assessed/reviewed.
- Where a person has a real or potential perceived conflict of interest in relation to all and any applications/appeals or other relevant activity s/he must notify the Chair of the IUHPE Global Organisation (or National) Board of Directors as relevant and absent themselves from the process and refrain from participating in all aspects of the discussion and decision-making on such applications/appeals or other relevant activity.
- If the Board of Directors or any member of Committees (Global or National as relevant) or any member of any Global /National Committee or relevant others involved in the application/appeals process or other relevant activity determine that anyone with a relevant role in the process/ activity has a conflict of interest in connection with a particular application, the documentation on that applicant will not be provided to that individual, either in an advance mailing or at the time of the

meeting and the person must absent himself/herself from the discussion and decision - making on the relevant application or related activity .

- The minutes of any meeting/discussion within which such conflicts or perceived conflicts must clearly reflect that the conflicted individual did not participate in any aspect of the process or relevant related activity.
- An assertion by any third party of an actual, potential, or perceived conflict of interest in any matter must be submitted in writing to the National and/or Global Organisation Board of Directors as relevant who will review the case and, if necessary, request input from either the Global/National Appeals Committee as relevant or other expert advice as enquired. Full records of the complaint, investigation and outcome will be kept on file and a formal written reply sent to the complainant within 30 working days.
- Should a conflict of interest which is obvious and appears deliberate a full investigation will be undertaken by the National and Global Organisations' Board of Directors jointly. If this is found to be the case the person involved in the deliberate conflict of interest will have no further input into any assessment/appeals procedures or any activity process within the System.
- A statement of agreement will be completed by all assessors/reviewers at each round of application/appeal processes and relevant related activities and kept on file as part of the formal documentation of the IUHPE Health Promotion Accreditation System at Global/National level as relevant.