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# Evidence based guidance working group

## Conflict of interest and confidentiality form

### CONFLICT OF INTEREST

Members must declare any potential personal, professional, or work-related conflict of interest:

- Upon commencing involvement with the Evidenced based guidance working group, as applicable;
- Where a matter giving rise to a potential conflict of interest is to be tabled at a meeting, prior to the commencement of that meeting; or
- Where a matter giving rise to a potential conflict of interest is raised during a meeting, as soon as practicable during the course of the meetings.

A conflict of interest may include for example, where there may be possible financial gain for the member or their employing organisation through knowledge, decisions or information obtained as a member of the Evidence based guidance working group.

In the event of a committee member declaring a potential conflict of interest, the chair of the Evidenced based guidance working group will identify a method of addressing the conflict. The member must comply with the chair's decision. Any declared conflict of interest will be recorded in the minutes of the committee meeting.

I ..... (insert full name) of ..... (insert organisation name) declare that in relation to the Evidence based guidance working group ('the Subject), to the best of my knowledge, I do not have:

- any immediate relatives or close friends with a financial interest in the Subject
- any personal bias or inclination which would in a anyway affect my decisions in relation to the Subject
- any personal obligation, allegiance or loyalty which would in any way affect my decisions in relation to the Subject (i.e. a 'conflict), except as set out below:

- 1) .....
- 2) .....
- 3) .....

I undertake to make a further declaration detailing any conflict, potential conflict or apparent conflict which may arise during the period I serve on the Evidence based guidance working group. I agree to abstain from any decision where such a conflict arises.

Signed: ..... Date: .....

## **CONFIDENTIALITY**

Evidence based guidance working group members must ensure that any information acquired or created through participation in the committee is only used for performing their duties as Evidence based guidance working group member. Members must not use their knowledge of confidential committee issues for the benefit, gain or advantage of any individual, private or public organisation or group.

I ..... declare that any information acquired by me or created through my participation in the Evidence based guidance working group will only be used for performing my duties as an Evidence based guidance working group member. I will not use my knowledge of confidential committee issues for the benefit, gain or advantage of any individual, private or public organisation or group that I am affiliated with.

Signed: ..... Date: .....