



City Cancer Challenge Foundation

Conflict of Interest Policy

March 2019

01

► Purpose

- 1.1 City Cancer Challenge is built on the underlying premise that tangible progress towards the SDGs requires appropriate multisectoral engagement, collaboration and investment. This fact is reflected in the multisectoral composition of the City Cancer Challenge Board (subsequently referred to as “Board”) and the Advisory Committees (subsequently referred to as “Advisors), including individuals, while not representing organisations, under the employ of international organisations, manufacturers or service providers, civil society organisations, public and private institutions, government institutions and patient representative groups.

- 1.2 Given the multisectoral approach of City Cancer Challenge and the composition of the Board and Advisors, conflicts of interest – of varying degrees of significance or nature – are an unavoidable reality in the conduct of City Cancer Challenge operations. A potential conflict of interest in and of itself is not wrong and may not be unethical, but those involved in decision-making processes on behalf of City Cancer Challenge must take appropriate action to ensure disclosure of any actual, perceived or potential conflict of interest. This is required for City Cancer Challenge to properly manage potential or perceived conflicts of interest, and thus, mitigate the inherent operational and reputational risks.

- 1.3 The purpose of the City Cancer Challenge Conflict of Interest Policy is to protect the organisation, the City Cancer Challenge Board, Advisors, and employees (**all three groups subsequently referred to collectively as “Officers of City Cancer Challenge”**) and the decision-making process, particularly in regard to the city selection and the city engagement process, by establishing procedures to identify, evaluate and address any actual, perceived or potential conflicts that may rise.

01 Purpose

The policy establishes standards of conduct for Officers of City Cancer Challenge in the exercise of any power or the performance of any duty or function on behalf of City Cancer Challenge. It is intended to support City Cancer Challenge integrity, to promote its goals and to enhance public, stakeholder and donor confidence in City Cancer Challenge and those associated with it. It supplements any provisions of the City Cancer Challenge Constitution Statutes.

- 1.4 This policy should be read in conjunction with the City Cancer Challenge Code of Conduct Policy, which sets out the values and ethical framework within which this policy should be applied.
- 1.5 For external stakeholders, please refer to City Cancer Challenge Constructive Engagement Framework, which sets out the rules of engagement by which all City Cancer Challenge “Key Stakeholders” such as city, regional and national institutions and organisations; medical societies; academic institutions; private sector organisations; foundations and philanthropic institutions; UN agencies; non-governmental organisations (NGOs) and individuals will collaborate in an ethical and legally compliant way to build City Cancer Challenge mission.

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What is a potential conflict of interest

A potential Conflict of Interest arises when the personal, business, occupational or professional interests of an Officer of City Cancer Challenge overlap with or compete with his or her responsibility in City Cancer Challenge and, in the case of a Board member, impact negatively on the integrity of the Board and City Cancer Challenge as a whole. Conflicts of interest may be real or apparent.

2.1 Real Conflict of Interest

A real conflict of interest occurs when, in the course of their City Cancer Challenge functions, an Officer of City Cancer Challenge is privy to, or makes decisions or transactions on behalf of City Cancer Challenge that provide opportunities to obtain personal, business, occupational or professional benefits for themselves and/or third parties.

This may relate to decisions on City Cancer Challenge activities and initiatives, attributions of mandates, allocation of funds, city selection and other support, which involve an Officer of City Cancer Challenge or third parties with which they are affiliated.

2.2 Apparent Conflict of Interest

An apparent conflict of interest exists when there is a reasonable perception on the part of well-informed person(s) that an Officer of City Cancer Challenge is in a situation where conflicts of interest may arise.

This may include activities and situations involving the Officer of City Cancer Challenge, or third parties with which they are affiliated, which may be perceived in conflict with City Cancer Challenge's mission, ethics and integrity.

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► Transparency and duty to disclosure

All Officers of City Cancer Challenge have an obligation to act in the best interests of City Cancer Challenge in accordance with its Constitution (Statutes).

All Officers of City Cancer Challenge are required to disclose the nature and extent of any existing or potential conflict of interest, real or apparent, when they accept a City Cancer Challenge function or immediately whenever they arise. If the City Cancer Challenge officer believes that a possible conflict of interest exists, he or she should advise the Chair if the individual(s) is a Board Member; and the CEO if it is an Advisor or an employee. Such disclosure will be recorded by the individual(s) in a Declaration of Conflict of Interest Form (Annex 1), which requires updating annually or whenever a change occurs as part of an obligation of continuous disclosure as relevant conflicts emerge.

There are several possibilities for determining whether an actual, perceived or potential Conflict of Interest exists:

- › An Officer of City Cancer Challenge discloses that (s)he has an actual, perceived or potential conflict;
- › The Chair of a meeting determines an actual, perceived or potential conflict exists;
- › The Board determines an actual, perceived or potential conflict exists;
- › A Board Committee or Advisory Body determines an actual, perceived or potential conflict exists in the context of its own deliberation; or
- › The CEO determines that an employee has an actual, perceived or potential conflict.

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3.1 How to implement the Conflict of Interest Policy

3.1.1 Specific to Board Members and Advisors

- › Board and Advisors are required to declare all known conflicts of interest once a year by signing Declaration of Conflict of Interest Form and if an actual, perceived or potential conflict arises after the signature of the form to immediately inform the Chair of the Board.›
- › Before each Board/Advisor Committee meeting, an Officer should disclose that s(he) has an actual, perceived or potential conflict of interest to the Chair of the meeting as soon as possible upon learning of a possible Conflict of Interest and in no event, later than at the beginning of discussion of the pertinent agenda item.
- › The Board or Advisor concerned shall not participate in the discussion and decision-making process on the specific agenda item around which a conflict exists and shall not lobby before, during or after the decision-making process on the matter.
- › In the case of a real or apparent conflict of interest which cannot be resolved as part of a decision-making process, it is the responsibility of the Chair (or a majority of the other Board Members or Advisors if the conflict of the interest concerns the Chair) to review this conflict of interest situation and take appropriate action to protect the interests of City Cancer Challenge.
- › The minutes of the meeting shall reflect the conflicted member's disclosure and whether the conflicted member participated in the discussion and/or abstained from voting.

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3.1.2 Specific to staff members

- › Staff members are required to declare all known conflicts of interest once a year by signing Declaration of Conflict of Interest Form and inform the CEO as soon as a an actual, perceived or potential conflict.
- › In the case of a real or apparent conflict of interest which cannot be resolved as part of a decision-making process, it is the responsibility of the CEO to take the conflict of interest situation to the Chair of the Board and agree on the appropriate action to protect the interests of City Cancer Challenge. Based on the level of risk, the Chair of the Board will decide where this must be taken for discussion with the full board or not.

3.2 Failure to Disclose

3.2.1 Should any Officer of City Cancer Challenge have reasonable cause to believe that another Officer has failed to disclose an actual, perceived or potential conflicts of interest, (s)he shall inform the relevant line manager, CEO, or the Chair of the meeting as appropriate of the basis for such belief so as to afford the individual(s) an opportunity to explain the alleged failure to disclose. The reporting individual(s) should have reasonable grounds for suspecting a violation and must do so in good faith. Knowingly reporting false or frivolous information is contrary to this Policy.

3.2.1 Failures to disclose or disputes over whether a conflict exists may be referred to the Board for resolution.

04

Annual conflict of interest statement

Each Officer of City Cancer Challenge, with or without governing board delegated powers, shall annually confirm that he or she:

- › Has received a copy of the Conflict of Interest Policy;
- › Has read and understood the Policy;
- › Has agreed to comply with the Policy;
- › Has completed a Declaration of Interest Form to declare interests (Annex 1)

05

Transparency

Potential conflict of interest must be dealt with an open and transparent manner that would not compromise the integrity and credibility of the organisation.

06

Internal and external monitoring

The Monitoring and Evaluation team, will integrate in their processes a periodic assessment of potential conflict of interest and an annual report will be presented to the CEO, to help mitigate and provide comprehensive guidance for action. The report and actions for mitigation, will be shared with the Chair of the BOD, who could further request an independent monitoring of potential conflicts of interest across Officers of City Cancer Challenge.

A training should be conducted every 3 years, in line with the BOD members term to all Officer of City Cancer Challenge to recognise conflict of interest situations as well as how to proceed to disclosure organisation.

07

► Conflict of Loyalty

A type of Conflict of interest that must be a knowledge is the potential conflict of loyalty, which means when the Officers of City Cancer Challenge's loyalty or duty to another person or organisation could prevent them from deciding only in the best interests of the City Cancer Challenge.

Board members and Advisors will be requested to acknowledge that they will act in the interests of City Cancer Challenge, rather than acting in the interests of other person or organisation, prior to accepting their functions. (Annex 2)

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► Effective date and review of policy

- 8.1** This policy comes into effect as of 25 March 2019 and supersedes all previous versions of this policy.
- 8.2** This policy will be reviewed and updated as and when required, and is subject to City Cancer Challenge Board approval.

Annex 1

City Cancer Challenge Declaration of Conflict of Interest Form

Print Full Name:

I have read and understood the City Cancer Challenge Conflict of Interest Policy:

YES NO

I have included a statement of interests below or apparent interest to disclose:

YES NO

I disclose the following real or apparent interest:

Please provide details on:

- › The nature of the activity that may cause a conflict of interest;
- › A description of the parties involved and any related products, policies and practices;
- › Any financial or other interests, rewards or benefits;
- › The nature and duration of the relationship;
- › The scope of the activity/work involved or contemplated.

Date:

Signature:

Annex 2

Declaration of Loyalty

I solemnly declare and promise to exercise in all loyalty, discretion and conscience the functions entrusted to me as an Board Member/ Advisor of City Cancer Challenge to discharge these functions and regulate my conduct with the interests of the City Cancer Challenge only in view, and not to seek or accept instructions in regard to the performance of my duties from any other source external to the City Cancer Challenge. I also solemnly declare and promise to respect the Board of Directors Code of Conduct.

Signature:

Full name and Date:



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