

## TERRY FOX RESEARCH INSTITUTE CONFLICT OF INTEREST POLICY

1. Conflict of Interest (COI) is defined broadly, as a situation or activity which places an individual or institution in a perceived, real and/or potential COI or commitment between their responsibilities as member of the Terry Fox Research Institute (TFRI) and their personal, professional, or other organization's interests.
2. This policy applies to any individual ('participant') involved in a TFRI activity, committee or project irrespective of whether the participant is an employee of, or is funded by the TFRI.
3. The TFRI recognizes that due to leadership positions in other organizations that a COI will always exist for TFRI leadership. Thus **all participants in a leadership position in TFRI are required to affirm their duty to TFRI** to i) act with highest level of integrity ii) provide independent guidance unfettered by institutional, professional or personal loyalties and interests, and iii) disclose personal interests where appropriate and abstain from decision making.
4. For greater clarity the following non-exhaustive examples of **COI situations and activities** include:
  - a. A participant, holding a leadership position within TFRI and within another institution, is asked to make a recommendation / decision upon research proposed by colleagues from the same institution (a conflict of institutional commitment)
  - b. A participant holding a leadership position within a TFRI project also holds a leadership position within TFRI in situations where financial / management decisions are made related to that project / activity, i.e., is a project leader (a perceived or real conflict of interest), and
  - c. A participant holds or develops a leadership or financial position within a project or organization which currently receives, or is proposing to receive, funding from TFRI (a perception of a conflict of interest) (see also TFRI Commercialization Policy).
5. **Written disclosure** should be made first to the leader or organizer of the specific TFRI activity by a participant involved in a COI as part of a proposal, or in advance of a meeting at which the activity will be discussed. At that time, the discloser is encouraged to **make a proposal as to how best to manage the COI** which may include:
  - a. Ensuring no direct reporting relationship with research personnel's immediate family
  - b. Modification or non-involvement in part of the research, patient recruitment, sites or the like
  - c. Independent data collection, data analysis or data monitoring committee
  - d. Non-acceptance of the gift, goods, expenses or the like.

The TFRI leader / organizer of that activity shall discuss with the discloser, and determine and document which action to manage COI is most appropriate, applying the standard of an impartial observer who reasonably questions whether the related action would be influenced by consideration of the person or institution's own interests. Appeals may be made to the TFRI President, whose decision shall be final.
6. **All disclosures will be documented.** At the discretion of the Chair of a meeting, a discloser may be asked to contribute to the discussion, which discussion will be minuted, the discloser will be asked to remove him/herself when an actionable item / recommendation / decision is to be made.
7. Where a disclosure is documented, the TFRI's President and Senior Advisors will either (i) **review recommendations made** and steps agreed upon to manage the COI or (ii) undertake **an independent review of the subject matter and report** to TFRI management and the TFRI Board of Directors.