



The Councils on Chiropractic Education International
6100 Leslie Street, Toronto ON
M2H 3J1, Canada | www.cceintl.org

Policy 11

Conflict of Interest

Members of the CCEI Board are obligated immediately to identify to the Board any occurrence of a conflict of interest or appearance of conflict of interest involving them or their activities. Such conflicts would include:

- An official position in an organization whose interests or goals conflict or compete with those of CCEI;
- Participation in an organization that could experience gain as a result of one's simultaneous role in CCEI or as a result of the actions of CCEI;
- Participation in any paid work or projects that could be enhanced or experience gained as a result of one's simultaneous role in CCEI or as a result of the actions of CCEI.

Procedure for Implementation of Policy on Conflict of Interest

Upon internal or external identification of an organizational or professional relationship that could cause the fact, or the appearance, of a conflict between the goals, purposes or interests of CCEI and those of the involved party(ies) or organization(s), or could result in favorable or preferential treatment to either party(ies) or organization(s), the following steps will be engaged. In order to be addressed under these procedures, any identification to CCEI of a potential conflict of interest must be received in writing and signed by the person submitting the written statement. In all cases, this process will resolve the situation in the best interest of CCEI.

1. Led by the President, or by the Vice President if the conflict involves the President, the CCEI Executive Committee will receive and review all relevant facts pertaining to the conflict. The Executive Committee will determine if:
 - 1.1. The matter is inconsequential and no action is necessary, and will report the matter and this finding to the Board.
 - 1.2. The conflict of interest warrants certain action by the Board member (e.g., refrain from discussion, or from a meeting; refrain from voting on an issue; removal or termination of the conflict by whatever means necessary; relinquishment of a position with the conflicting organization, removal from the CCEI Board; etc.). Such

a determination by the Executive Committee will be referred to the entire Board for its action.

2. If the matter is referred to the entire Board of Directors, the Board, led by the President, or by the Vice President if the conflict involves the President, will consider the same information and factors as considered by the Executive Committee, will consider the recommendation of the Executive Committee, and will make a determination in the matter. The decision of the Board is final.
3. If a matter of conflict of interest is identified and addressed in a timely and thorough manner, as outlined above, no action or contract made by CCEI with knowledge of the conflict of interest will be voided due to such knowledge.

Stipulation regarding confidentiality

A director may not disclose, take advantage of or use to his/her benefit, or to the benefit of any other organization with which the director may be associated, any CCEI information generally not available to the public. A director may not disclose any confidential CCEI information without authorization by the CCEI Executive Committee. Matters addressed under this CCEI policy and procedure will be considered confidential to CCEI.

Revision October 2017