

Conflicts of Interest Policy

To maintain and enhance the reputation of the British Toxicology Society (BTS) as an independent, professional organisation, it is critical that all its activities are and are perceived to be free from commercial or personal interests.

Conflicts of interest may arise where an individual's personal interests and / or loyalties conflict with those of the BTS. Such conflicts may create problems such as:

- Inhibits free discussion
- Results in decisions or actions taken that are not in the best interests of the BTS
- Risks causing the impression that the BTS has acted improperly

The aim of this policy is to protect both the BTS and individuals involved, from any impropriety or appearance of impropriety.

Upon appointment, each committee member will make a full, written disclosure of interests such as relationships, and posts held, that could potentially result in a conflict of interest. A declaration of interests form is provided for this purpose (appendix 1).

The declaration of interest (DOI) register will be maintained by the BTS business support team, and updated as appropriate. The information will be used solely to ensure that the committee members act in the best interests of the BTS.

The register of interests for each committee will be reviewed by each Committee Chair annually. If the Committee Chair feels that the declared interests of any member(s) of the committee may compromise the objectivity of the committee or the balance of interests on the Committee has become uneven, s/he should bring this to the attention of the President of the BTS Executive Committee and in exceptionally, after due consideration, an individual may be asked to step down.

Each Committee member should also understand that it is their responsibility at each meeting to declare any particular interest that may seem to present a conflict with a particular agenda item. At the discretion of the Chair, that individual may be asked to recuse his or herself from discussion on that item or, even leave the room while it is discussed. Where this occurs it should be recorded in the meeting minutes.

If an enquiry is received from any source about a potential Conflict of Interest by any Committee member, the enquirer will be asked to make the request in writing to the President who will follow it up with the Chair of the Committee and the individual member concerned. A response will be given within a reasonable period.

Appendix: Declaration of Interest

Name:	
Position in BTS	
A. Posts held in the ordinary course of employment or practice	
B. Membership of other professional bodies	
C. Offices held in a professional body, specialist society or other organisation	
D. Consultancies, directorships or advisory positions held	
E. Shareholdings in private limited companies, or in excess of £10,000 in market value in public quoted companies	
F. Sponsorship or hospitality received from any organisation in excess of £500 during proceeding 12 months	
Signed:	Date:

Please return to: **British Toxicology Society,**
c/o Executive Business Support, City Wharf, Davidson
Road, Lichfield, Staffordshire WS14 9DZ
Telephone +44(0)1543 442158, Fax +44 (0)121 355 2420
Email: bts@execbs.com