

## NCD Alliance Conflict of Interest Members Policy

July 2018

### 1. Purpose

The NCD Alliance (NCDA) is a membership organisation. Application for membership is open to any civil society organisation that supports the vision, mission and objectives of NCDA, is committed to evidence-based advocacy and practice, and upholds ethical principles including those of transparency, equity and respect.

The purpose of our conflict of interest (COI) policy is to protect the independence, integrity and trustworthiness of the NCD Alliance. It is directly focused on NCDA members. It is aligned with NCDA's internal COI policy, which is for Board Members, expert advisors and employees.

As is clearly articulated in our internal COI policy, we work to manage and eliminate conflicts of interest, and expect the same from our membership. We uphold high ethical standards of our members. We will not accept membership from any civil society organisation, association, society or alliance that has significant links with conflicted industries (see below for more details).

### 2. What is a conflict of interest?

A "Conflict of Interest" arises when an NCDA member's interests compete with its responsibility towards NCDA. Conflicts of interest may be real or apparent:

- **Real conflict of interest:** A real conflict of interest occurs when, in the course of membership, an NCDA member is privy to or makes decisions relating to NCDA activities and initiatives to obtain personal benefits for themselves and/or third parties.
- **Apparent conflict of interest:** An apparent conflict of interest exists when there is a reasonable perception on the part of well-informed persons that an NCDA member is in a situation where conflicts of interest may arise. This may include activities, funding and other situations involving the NCDA member, or third parties with whom they are affiliated, which may be perceived in conflict with NCDA's mission and integrity.

### 3. Standards of conduct

- **Declaring conflict of interest:** NCDA members are required to disclose to the NCDA team the nature and extent of any current or future, real or apparent conflict of interest throughout their relationship with NCDA, based upon the principles below.
- **Confidential information:** NCDA members shall guard the confidentiality of information to which they become privy through participating in NCDA internal or external activities.
- **Fair dealing:** NCDA members shall deal fairly with NCDA's stakeholders and partners; and they shall not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair dealing practice.

### 4. Principles

NCDA members must adhere to the following principles:

- NCDA members will not compete with NCDA's policy and advocacy efforts, activities and initiatives, and will instead aim to complement and leverage each other's work;

- NCDA members will not be funded, sponsored, supported or influenced by the tobacco, alcohol or arms industries;
- NCDA members will not be funded by organisations with policies, objectives, principles, vision, mission or goals that include or relate to increase in the production, supply, availability, promotion and demand of tobacco, alcohol or arms;
- NCDA members will strive to be transparent and to make every attempt to ensure the integrity of NCDA policy, advocacy and communications.

## **5. Procedures for declaration and resolution**

Disclosures of conflicts of interest should be made by email to [membership@ncdalliance.org](mailto:membership@ncdalliance.org) with the following information:

- 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;
- The nature and duration of the relationship;
- The scope of the activity/work involved or contemplated.

Where any potential non-compliance risk is identified, NCDA will issue a formal report to the member. NCDA will respond with clear guidelines on how the issue(s) should be rectified. Where rectification is not undertaken within the timeline set, NCDA will terminate membership status. In case of extreme non-compliance, termination of membership will be immediately effective.

NCDA reserves the right to perform due diligence checks at any time throughout the membership, and membership may be terminated at any point due to non-compliance with the membership criteria, violation of this declaration or any other reasons deemed appropriate by the NCDA Board at its discretion.