



ISE – Guidelines for Officers, Representatives, Chairs and Members of Committees

All Officers, Representatives, Chairs and Members of Committees are expected to adhere to the following seven principles:

Selflessness - they should act solely in terms of the Society's interest.

Integrity - They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any conflicts of interest.

Objectivity - they must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability - they are accountable to the membership for their decisions and actions.

Openness - they should act and take decisions in an open and transparent manner.

Honesty – they should be truthful.

Leadership -they should exhibit these principles in their own behaviour and should actively promote the principles and be willing to challenge poor behaviour wherever it occurs.

Guidelines on dealing with Conflicts of Interest

Conflicts of interest occur where an individual involved in some way with a decision has a personal or organisational relationship with those affected that calls into question their ability to undertake their role on behalf of ISE in an objective and unbiased way.

The procedures set out in these Guidelines are intended to minimise the potential for conflicts of interest arising.

1. Members must absent themselves from the relevant part of any meeting where matters concerning an application, nomination or other activity with which they are connected are being discussed. Members must not take part in any decisions taken in relation to such application, nomination or activity and under certain circumstances must not receive any papers relating to it.
2. An individual is considered to have a conflict of interest if:
 - a) There is a first-degree relationship, marriage, life partnership or domestic partnership between a chair or member of the award committee and one or more candidates.
 - b) There is a current or planned close scientific cooperation between a chair or member of the award committee and one or more candidates.
 - c) A chair or member of the award committee and one or more candidates are affiliated to the same institution.

- d) Was formerly an employee of the same department of the host organisation as the applicant within the last three years.
 - e) There is, or there has been five years, a dependent employment relationship or supervisory relationship (e.g. teacher-student relationship up to and including the postdoctoral phase) between a chair or member of the award committee and one or more candidates.
 - f) A chair or member of the award committee and one or more candidates are co-authors of publications during the previous five years.
 - g) Is aware of any other matter that would reasonably be expected to give rise to, or be viewed as, a conflict of interest (whether academic, scientific, financial, personal or otherwise).
3. Committee members must bring to the attention of the Executive Committee, via the Executive Secretary, and Chair, all relevant information concerning any form of connection between an application and a member of the Committee.
4. If an individual is in any doubt as to the relevance of an interest that he or she has, such interest must be disclosed to the Chair before the meeting or, if not practicable, as soon as the potential conflict becomes apparent at the meeting. The Chair (or where there is doubt, in consultation with the Executive Secretary), will determine the appropriate course of action.
5. If an individual is concerned about another individual's potential or actual conflict of interest, they must raise the issue with the Chair of that Committee or the Executive Secretary.

The list above is not exhaustive, and each Committee member is responsible for considering and disclosing (to the Chair or where appropriate, the Executive Secretary) any other actual or potential conflicting interest, as soon as it becomes apparent. The Chair, in consultation with the Executive Secretary if required, will determine what course of action should be taken.