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## Acceptance of Appointment as a VOHC<sup>®</sup> Council Member

Name: \_\_\_\_\_

I hereby accept appointment as a Member of the Veterinary Oral Health Council (VOHC<sup>®</sup>).

I agree to abide by the Conflict of Interest and Confidentiality Policies of the Council, a copy of which is attached, AND declare that (check one):

- I am not aware of any past or present affiliations, agreements or financial or other interests that could present an actual or apparent conflict of interest

OR

- I have listed on the back of this agreement, with continuation sheets if necessary, any past or present affiliations, agreements or financial or other interests that could present an actual or apparent conflict of interest.

I agree to attend to my duties as a Council member conscientiously and in a timely manner, or to inform the VOHC Director promptly if I am unable to complete Council work in a timely manner.

Please sign both copies, and retain one for your records.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full mailing address to which VOHC correspondence and submissions may be sent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: Work \_\_\_\_\_ Home \_\_\_\_\_

Fax: Work \_\_\_\_\_ Home \_\_\_\_\_

E-mail address \_\_\_\_\_ Cell phone: \_\_\_\_\_



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## **Conflict of Interest and Confidentiality Policy**

### **CONFLICT OF INTEREST**

It is not possible to appoint to the Veterinary Oral Health Council (VOHC ®) only individuals with no likelihood of prior involvement in the development or testing of all potentially reviewable products. However, individuals appointed to any function in the process are required to withdraw from stating opinions or voting on issues regarding products in which they have had or have a personal, professional or financial interest or involvement.

At the time of accepting appointment to the Council, members shall disclose (to the VOHC Director, to be kept on file for review by the AVDC Board if so requested) any past or present financial interest, agreement or consulting position or other involvement of any nature or kind that could give rise to even a suspicion of a conflict of interest.

If a Council member worked in any way (past or present) on the product under review, s/he is to recuse her/himself from consideration of the submission for that product.

If a Council member has any current direct or substantial connection with a company, s/he is to recuse her/himself from consideration of submissions for that company's products, even if s/he did not work on the specific product currently submitted to Council.

If a Council member has an indirect current connection or a direct past connection with the submitting company, s/he is either to recuse her/himself or request that the VOHC Director reviews a brief description of the situation to make a determination.

If there are any other circumstances that could result in a conflict of interest, a Council member is to recuse her/himself.

"Connection" with a company does not include participation in a public-domain meeting sponsored by the company, including receipt of an honorarium as a presenter at a continuing education meeting sponsored by the company.

Should the Director's past or present involvement with a company potentially be perceived as or result in a possible conflict of interest, the Director will request review of the situation by the AVDC Board.



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This Conflict-of-Interest policy is designed to conform with the Principles of Veterinary Medical Ethics of the American Veterinary Medical Association and any relevant policies of the American Veterinary Dental College.

### **CONFIDENTIALITY**

All materials submitted for review will be kept in confidence by all VOHC personnel, including Council members, no matter what the result of the review process. Specifically, the VOHC is not a regulatory agency and has no function to play in informing the public regarding products for which request for recognition of a claim was denied.

The only information that may be made public is a listing of products that have been awarded the VOHC Seal, and such comment must await official notification from the VOHC Director that the Seal has been awarded. (Use of the Seal requires not only approval by the Council and AVDC Board of Directors, but also the company's signature on a detailed Agreement with the VOHC describing how the Seal is to be used).