

ISoOR-AB

Conflict of Interest and Recusal Policy

1. Purpose

This policy establishes the principles and procedures to identify, disclose, manage, and mitigate conflicts of interest within ISoOR-AB, in alignment with ISO/IEC 17011.

The objective is to ensure that all accreditation activities are conducted with impartiality, independence, and integrity.

2. Scope

This policy applies to all individuals involved in ISoOR-AB activities, including:

- Governance Committee members
 - Executive Director and staff
 - Technical experts and auditors
 - External advisors and contractors
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3. Definition of Conflict of Interest

A conflict of interest exists when an individual has interests that could improperly influence, or be perceived to influence, their objectivity.

Conflicts may include, but are not limited to:

- Employment or consultancy with AimingMed or similar entities
- Current or past roles within ISoOR
- Financial interests in Conformity Assessment Bodies (CABs)
- Personal, professional, or institutional relationships with entities under accreditation

Both **actual** and **perceived** conflicts must be considered.

4. Declaration of Interests

All relevant individuals shall:

- Submit a **Declaration of Interests** upon appointment
 - Update declarations annually or when circumstances change
 - Disclose any conflict prior to participating in specific activities or decisions
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5. Conflict Management Measures

Depending on the nature and severity of the conflict, ISoOR-AB shall apply one or more of the following measures:

- Full disclosure and documentation
 - Restriction from accessing certain information
 - Recusal from discussions and decision-making
 - Reassignment of responsibilities
 - Removal from a role (in severe cases)
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6. Recusal Procedure

When a conflict of interest is identified:

1. The individual must declare the conflict immediately
 2. The Chair (or designated authority) evaluates the situation
 3. The individual shall:
 - Not participate in discussions related to the matter
 - Not vote on related decisions
 4. The recusal shall be recorded in official meeting minutes
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7. Special Provisions for Governance Members

Governance Committee members shall:

- Not participate in decisions involving organizations with which they have relationships
 - Not influence accreditation outcomes for any related CABs
 - Maintain independence from ISOOR and AimingMed
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8. Oversight

The implementation of this policy shall be monitored by:

- The Governance Committee
 - The Impartiality Committee (where established)
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9. Records

ISOOR-AB shall maintain:

- Declarations of interest
 - Records of identified conflicts
 - Documentation of recusal actions
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10. Non-Compliance

Failure to disclose or manage conflicts of interest may result in:

- Removal from specific activities
- Suspension or termination of role
- Additional corrective actions as appropriate

