



Confidentiality, Conflicts of Interest & Ethical Conduct Policy

1. Purpose

The purpose of this policy is to establish the standards of confidentiality, impartiality and ethical conduct required of all persons engaged by the International Council for Accreditation and Advancement of Public Health Education (ICAPHE). This policy ensures that accreditation and associated processes are conducted with integrity, fairness and professionalism.

2. Scope

This policy applies to all individuals engaged with ICAPHE, including but not limited to site visit Accreditation Review Panel members, committee reviewers, external evaluators and Board members.

3. Confidentiality

Individuals working with ICAPHE are entrusted with sensitive information throughout the processes. To protect the integrity of the systems, all individuals must:

- Maintain strict confidentiality regarding all materials, discussions and findings related to the accreditation processes.
- Refrain from disclosing, sharing or discussing any information with individuals or groups outside of the review process.
- Secure all accreditation-related documents, whether in print or electronic form and dispose of them appropriately upon the completion of the process.

Confidential materials include but are not limited to:

- Self-Evaluation Reports and application documents.
- Supporting documentation provided by the applicant institution.
- Interviews, deliberations and assessment findings.
- Complaints and appeal documentation

4. Conflicts of Interest

Members of the Accreditation Review Panels and Board must uphold impartiality and avoid any actual or perceived conflicts of interest. Reviewers and Board members are required to disclose any relationships or circumstances that may compromise their objectivity, including:

- Past or present employment, consultancy or financial relationships with the institution under review.
- Personal or professional relationships that could affect impartiality.
- Any other circumstances that may create a bias or the appearance of bias.

If a conflict of interest is identified, the reviewer must immediately notify ICAPHE. If deemed necessary, the individual will be recused from the accreditation process to maintain integrity and objectivity.

5. Ethical Conduct

Accreditation must adhere to the highest standards of professionalism, integrity and respect throughout all processes and actions. To this end individuals are expected to:

- Conduct processes fairly and objectively, based solely on the evidence provided.
- Follow ICAPHE accreditation policies, procedures and ethical guidelines.
- Treat all individuals involved in the process with respect and professionalism.
- Avoid using their role for personal gain or advantage.

Unethical behaviour, including favouritism, bias or the misuse of confidential information, will not be tolerated and may result in immediate removal from any and all processes.

6. Acknowledgment and Agreement

All individuals engaged with ICAPHE must acknowledge and agree to abide by this policy before participating in any process by signing the ICAPHE Reviewer Confidentiality, Conflicts of Interest and Ethical Conduct Declaration. This declaration affirms their commitment to maintaining confidentiality, impartiality and ethical integrity.

This policy document is subject to periodic review.

ACCREDITATION REVIEWER CONFIDENTIALITY, CONFLICTS OF INTEREST, AND ETHICAL CONDUCT DECLARATION

As a reviewer for ICAPHE, I understand the importance of maintaining confidentiality, avoiding conflicts of interest and upholding standards of ethical conduct. By signing this declaration, I acknowledge and agree to the following:

1. Confidentiality

I recognize that all materials, discussions, and findings related to the accreditation review process are strictly confidential. This includes, but is not limited to, the Self-Evaluation Report, application documents, supporting documentation, interviews, and notes. I agree to:

- Maintain the confidentiality of all information obtained during the review.
- Refrain from discussing or sharing any review-related information with individuals or groups outside of the review.
- Take the upmost care to secure all documents, whether in print or electronic form and dispose of them appropriately after the review process is complete.

2. Conflicts of Interest

I affirm that I will conduct the accreditation review impartially and without bias. I will disclose any potential conflicts of interest, including but not limited to:

- Any past or present employment, consulting or financial relationship with the institution under review.
- Personal or professional relationships that could compromise my impartiality.
- Any other circumstances that may give rise to a perceived or actual conflict of interest.

If a conflict of interest is identified, I will notify ICAPHE immediately and I will recuse myself from the review if deemed necessary.

3. Ethical Conduct

I commit to conducting myself professionally, respectfully and with integrity throughout the review process. I will:

- Perform my role fairly, objectively and in accordance with the accreditation processes.
- Base my assessments solely on the evidence provided, without personal bias or external influence.
- Treat all individuals involved in the review process with professionalism and respect.
- Refrain from using my position for personal gain or advantage.

Acknowledgment and Agreement

I have read and understand the above commitments and agree to abide by them. I acknowledge that failure to comply may result in my removal from the review process or other appropriate actions by ICAPHE or the applicant.

Printed Name:

Signature:

Date:

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