



International Society
of Pharmacovigilance

Committed to safer use of medicines worldwide

CODE OF CONDUCT FOR ISOP MEMBERS

April 2022

1) Background

ISoP is a global professional, independent, not-for-profit society, open to anyone with an interest in the safe and effective use of medicinal products. ISoP aims to foster science, learning and research in pharmacovigilance in all countries (see ISoP Statutes at www.isoonline.org, 'Statutes and By-Laws' Title 1, Article 2). These objectives are met by providing:

- opportunities for networking in a friendly environment collegial and convivial support among those with an interest in pharmacovigilance
- an open and impartial forum for sharing experience, knowledge and solutions
- a platform for discussion and generation of new research and ideas meetings, education and affordable training
- a governance structure that is transparent, accountable, open and all-inclusive to everyone regardless of gender, religion, race, political affiliation, sexual orientation, disability, nationality or creed

2) Purpose of this document

- To ensure all members of ISoP communicate and cooperate in a collegial, respectful and professional way at all times.



- To ensure ISO P members adhere to the rules and guidelines outlined in the ISO P bylaws regarding the day-to-day functioning of the Society

3) General Conduct and Communication Principles

- ISO P members are expected to behave in a polite, respectful and collaborative way, as befits a professional society such as ISO P, in all forms of communication, including at in-person and online events, as well as by email and on social media.
- While debate and discussion are always welcomed, divisive or disrespectful commentary and behavior is not acceptable.
- Members should not post inflammatory or derogatory comments about ISO P as an organisation or about any individual ISO P member on social media, including ISO P social media channels and Chapter social media channels, other online platforms or any public broadcasts.
- Any commentary or criticism of the ISO P leadership should be sent directly to the ISO P Executive Committee, via the ISO P Secretariat.
- ISO P members should collaborate inclusively and respectfully with the ultimate common goal of furthering patient safety in mind.
- Per the ISO P Statutes (Title II, Article 6), members may lose membership:
 - by resignation: members may resign at any time in writing to the Secretary. The annual membership fee remains due for the calendar year of the resignation.
 - by expulsion: decided by the General Assembly, for acts causing moral and/or financial prejudice to ISO P. Before expulsion the person concerned may be invited to explain him or herself.
 - by exclusion: for non-payment of fees. Please refer to the ISO P By-laws for further details on this.

4) Conduct on ISO P committees

- ISO P members who are elected or selected to serve on ISO P committees including the Executive Committee (EC) Advisory Board (AB) Scientific Committees (SC) for annual or other ISO P conferences,



Chapter ECs or other ISoP committee or sub-committee, undertake these roles as unpaid volunteers.

- The same applies to the regular activities of the ISoP Scientific Board (SB). However, scientific duties related to specific projects under the scope of the SB may be compensated, depending on hours worked.
- It is expected that all ISoP committee members will act with an appropriate level of professional and ethical leadership.
- Committee members are expected to make every effort to attend scheduled meetings and to contribute as equally as possible to the workload, depending on individual role.
- If a committee member is unable to attend a specific committee meeting, apologies should be sent to the Chair and/or committee secretariat by email prior to the meeting.
- Chatham House rules apply at all ISoP committee meetings, i.e., each member speaks as an individual rather than on behalf of the organisation they may work for outside their ISoP role.
- Any conflict of interest relating to any item on the agenda should be declared to the committee chair and be recorded by the secretariat at the meeting.
- Outside committee meetings, unilateral actions or decision-making by committee members on matters that pertain to the whole committee (or ISoP as an organization) is discouraged. All ISoP committee members are expected to make decisions as a group and communicate accordingly.
- In situations where a committee cannot reach consensus on a particular issue, individual members views may be recorded in the minutes, but the chair has the casting vote.

5) Promotion of ISoP events and activities

- ISoP Chapter and Special Interest Group (SIG) events such as seminars and webinars are typically intended for ISoP members only.



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- ISO P members gain access to these events as part of their membership fee, i.e. there is no additional cost to attend.
- An exception is the annual World Patient Safety Day ISO P event (usually webinar format) which is open to non-ISO P members for free.
- Guidance and information on organising and promoting ISO P events can be obtained from ISO P Secretariat Ltd.
- Options for promotion include the ISO P website (banner on the homepage, inclusion under 'What's New', or inclusion on the Chapter or SIG page), the ISO P social media channels, Member's Newsletters or the ISO P Star.

6) Promotion of non-ISO P events

- Any person or organisation outside ISO P wishing to promote a pharmacovigilance event to ISO P members should contact the ISO P secretary (at administration@isoponline.org) for advice (see 6.2 below).
- ISO P members should not be contacted directly in bulk emails (see 6.1 below) promoting external organisations or events.
- Any requests for collaboration, promotion or ISO P endorsement of external meetings/events should be emailed to the ISO P secretary.

6.1 Emailing ISO P members/use of ISO P member distribution lists

- ISO P is bound by data protection laws in the UK (where ISO P Secretariat Ltd is a registered company) and has a responsibility to keep ISO P members' personal data private, including their email addresses.
- For this reason, ISO P does not permit any organisation/person outside ISO P to bulk email ISO P members, unless they have sought specific permission from the Executive Secretary.
- No one is permitted to email the entire ISO P membership regarding events or other activities without prior approval from the EC.



6.2 Promotion of events on the ISO P website

- ISO P welcomes promotion of non-ISO P pharmacovigilance events on our website. However, as above, approval must be sought from the ISO P Executive Secretary, who will then arrange to post information about the event in the appropriate place on the website.

6.3 Use of the ISO P logo

- The official ISO P logo may be used on external societies' websites and promotional material, providing the Executive Committee (EC) has endorsed the specific meeting/webinar. Please contact the Executive Secretary (Sophie Spence) at administration@isoponline.org to seek approval.
- The ISO P logo (or Chapter logos) may not be used in conjunction with pharmaceutical industry logos without written permission from the ISO P EC
- ISO P Chapters may develop their own logo according to one of the agreed options – please see the Chapter guidelines for further details and instructions.
