

WSAVA Faculty Code of Ethics and Conflict of Interest Policy

Applicable to all WSAVA Faculty, Subject Matter Experts, Contributors, and Educational Content Developers

1. Purpose & Scope: The World Small Animal Veterinary Association (WSAVA) is committed to maintaining the highest ethical, professional, and educational standards across its global activities. This policy outlines:

- Ethical conduct expectations
- Zero-tolerance behaviors
- Conflict-of-interest disclosure requirements
- Obligations regarding confidentiality, content accuracy, and respect for diverse global contexts
- Intellectual property and professional responsibilities
- Procedures and mandatory forms for WSAVA Faculty and Subject Matter Experts (SMEs)

This policy applies to all individuals engaged in developing, delivering, or supporting WSAVA educational materials, including volunteers, contracted SMEs, and contributors.

2. Ethical Standards & Conduct Requirements

2.1 Upholding the Law

Faculty and SMEs must:

- Comply with all applicable laws and regulations in regions where WSAVA conducts business.
- Consult the Chief Learning and Development Officer and in their absence, the Executive Director when uncertain about legal requirements.

2.2 Conflicts of Interest

Faculty and SMEs must:

- Avoid any conflict—actual, potential, or perceived—between personal/professional interests and WSAVA’s mission.
- Disclose all relevant relationships and financial interests as required in the Conflict of Interest Disclosure Form.
- Update disclosures promptly if circumstances change.

2.3 Confidentiality & Data Protection

Faculty and SMEs must:

- Safeguard all confidential, personal, or sensitive information.
- Follow WSAVA’s data protection procedures and report breaches immediately.
- Understand that limited exceptions exist only when someone is at risk of harm.

3. Zero Tolerance Policy: WSAVA maintains zero tolerance for any behavior that compromises safety, dignity, or equity.

3.1 Prohibited Conduct

The following behaviors are strictly prohibited:

- **Harassment:** Unwanted physical, verbal, or non-verbal conduct, including threats, sexual advances, demeaning or hostile jokes.
- **Bullying:** Malicious, intimidating, or humiliating behavior, including public embarrassment or rumor spreading.
- **Discrimination:** Adverse treatment based on race, ethnicity, gender, sexual orientation, disability, religion, nationality, or any legally protected characteristic.
- **Microaggressions:** Subtle, indirect, or unintentional discriminatory remarks or exclusionary behaviors.

3.2 Reporting Obligations

- Faculty and SMEs must:
- Report any violations to the Executive Director or the Executive Board.

- Understand that retaliation against individuals who report concerns is strictly prohibited.

4. Professional Responsibilities in Educational Content Development

4.1 Scope of Work Requirements

Materials must:

- Serve WSAVA's global audience, acknowledging diversity in cultural practices and resource availability.
- Avoid country-specific recommendations unless presented within a tiered, adaptable framework.
- Be evidence-based, with anecdotal information clearly identified.
- Use inclusive language (e.g., "caregivers" rather than "owners").
- Include open-access references and proper attribution of third-party materials.
- Follow WSAVA formatting and template guidelines (where specified)
- Be submitted by agreed deadlines and through designated platforms/folders.

4.2 Accuracy and Disclaimers

Faculty must ensure:

- All content is scientifically accurate and up to date.
- Conflicts of interest are clearly declared in lecture slides and written materials.
- Relevant disclaimers and limitations are included.

5. Confidentiality & Data Protection

Faculty must:

- Protect non-public WSAVA information.
- Use WSAVA-approved systems for data handling.
- Adhere to applicable Canadian and international privacy standards.
- Ensure secure storage and handling of materials, drafts, and internal documents.

6. Statements, Accuracy & Professional Integrity

Subject Matter Experts affirm that:

- Their work is original and does not infringe on third-party rights.
- All included third-party materials are properly licensed or permitted.
- They possess the appropriate expertise for the assigned educational content.
- They will avoid culturally insensitive, defamatory, or discriminatory language.

7. Violations & Consequences

Failure to comply with this policy—including nondisclosure, misuse of confidential information, misconduct, or missed deadlines—may result in:

- Mandatory corrective actions
- Removal or suspension from WSAVA roles
- Termination of agreements
- Withholding of honoraria or payments
- Legal action when applicable

8. Questions & Contact

For clarification, disclosure updates, or questions regarding this policy please contact: WSAVA Chief Learning and Development Officer