



MECOMED CODE OF ETHICAL BUSINESS  
PRACTICE: **DO'S** AND **DON'TS**

## General Criteria for Events Do's and Don'ts

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### DO

- Consider potential adverse public perceptions of the location and venue for the event.
- Select an event location and venue that is centrally located, when considering the place of residence of the majority of invited participants.
- Comply with the hospitality requirements in the country where the HCP carries on their profession, as well as the country where the event is being hosted.
- Only cover legitimate hospitality, i.e. pay or reimburse for legitimate travel, accommodation & meals.
- Ensure Employer Notification whenever a Member Company sponsors/engages an HCP in a Company Event as a Consultant.



### DON'T

- Organise events which include social, sporting and/or leisure activities or other forms of entertainment
- Organize events in luxurious, or tourist/holiday oriented venue.
- Pay or facilitate for meals, travel, accommodation or other expenses for Guests of HCPs.
- Provide accommodation and/or other services to HCPs to cover a period of stay beyond the official duration of the event.
- Provide first class air travel in any circumstances.
- Provide business class air travel for flights below 5 hours.

## Third Party Educational Conference Do's and Don'ts

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### DO

- Provide educational grants to HCOs & PCO to support genuine medical education.
- Specify HCP specialty but selection must be done by PCO/HCO.
- Implement an independent (not primarily sales-driven) decision-making prior to the provision of any Educational Grant.
- Define a proper mechanism to ensure that the Educational Grant is used for the documented purpose.
- Document and timely disclose all Educational Grants.



### DON'T

- Select individual HCPs and financially supporting their participation to Third Party Educational Events.
- Proceed without getting CVS approval.
- Provide Educational Grants to individual HCPs.
- Provide Educational Grants which are contingent in any way on past, present or potential future purchase, lease, recommendation, prescription, use, supply or procurement of the Member Company's products/services.
- Sponsor travel and accommodation to HCPs to attend your company's event if it is organized along with a Third Party Educational Event.

## Company Organized Events Do's and Don'ts

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### DO

- Train HCPs on the safe and effective use of Member Company's products.
- Consider proximity when selecting the location of a product training.
- Pay travel and accommodation for speaker to your product launch, if needed.
- Organize Manufacturing/Reference site visits:
  - Based on legitimate business purpose.
  - Closest geographic location possible.



### DON'T

- Submit Company organized events to CVS.
- Sponsor (travel and accommodation) for HCPs to passively attend a Member Company's product training unless:
  - Demonstration of non-portable devices.
  - Countries with political instability.
  - Countries in state of war.
  - Absence of training center in the HCP's country.
- Sponsor travel and accommodation for HCPs to attend company organized events which are taking place in a third party educational conferences.

## Arrangement with Consultants Do's and Don'ts



### DO

- Enter into consulting arrangements only where a legitimate business need for the services is identified in advance. Such arrangements should be documented in a written agreement.
- Ensure the remuneration paid to HCPs engaged as consultants is consistent with the fair market value for the services provided.
- Maintain appropriate transparency by securing the relevant Employer Notification, disclosing the purpose and scope of the consultancy arrangement.
- Maintain records of the services and associated work products, provided by the consultant HCPs and of the use made of those services.
- Select consultants based on criteria directly related to the identified business need and the relevance of the consultant's qualifications, expertise and experience to address the identified need.



### DON'T

- Enter into consulting arrangements which are in any way contingent on the prospective consultant's past, present or potential future purchase, lease, recommendation, prescription, use, supply or procurement of the Member Company's products or services.
- Select the consultant based on the volume or value of business generated by the prospective consultant or their HCO.
- Engage more consultants than reasonably necessary to achieve the identified need.
- Provide gifts to HCPs engaged as consultants instead of a professional fee for service.

## Samples Do's and Don'ts



### DO

- Provide a reasonable number of samples to familiarize the HCP with the product at no charge.
- Provide samples to enable HCPs/HCOs to evaluate/familiarize themselves with safe and appropriate use of the product.
- Maintain appropriate written records, for example; recording proof of delivery and tracking sheets.
- Documenting the no-charge basis and other applicable conditions no later than the time of the supply.



### DON'T

- Provide more samples than required per year.
- Provide demonstration products and/or samples to improperly reward, induce and/or encourage Healthcare Professionals and/or Healthcare Organisations to purchase, lease, recommend, prescribe, use, supply or procure member companies' products or services.
- Sell samples.
- Provide samples for personal use.