

STAFF AND VOLUNTEERS CONFLICTS OF INTEREST POLICY

1. Staff and volunteers of the Association are obliged to act in the best interests of the Association whilst carrying out their role within the Association and must not act for their own private interest or gain. However, there may be situations where a staff member or volunteer's own interests and the interests of the Association arise simultaneously or appear to clash. The issue is not the integrity of the staff member or volunteer concerned, but the management of any potential to profit from or otherwise abuse the position of working for or volunteering for the Association generally.
2. The duty of loyalty owed by staff and volunteers to the Association requires that each member of staff and each volunteer is aware of the potential for conflicts of interest and acts openly in dealing with such situations.
3. The Association has established a Gifts, Hospitality & Inducement Policy and all staff and volunteers are required to act in accordance with that policy whilst carrying out their role for the Association.
4. Even where benefits are authorised for staff or volunteers under the Gifts, Hospitality & Inducement Policy, the appropriate procedures must be observed in order to ensure that any potential conflict of interest is properly managed.
5. Staff or volunteers who have reason to believe that a conflict has arisen, or is likely to arise, whilst carrying out their role for the Association should inform the Director of Finance by providing full details as soon as they become aware of the issue. The Director of Operations & Finance will make a written record of the discussion and will advise on what further action, if any, is required. The Director of Operations & Finance will report any conflicts of interest which concern him to the Chief Executive and the Chief Executive will report any conflicts of interest concerning her position to the Board of Trustees. Written records of discussions in relation to conflicts of interest will be made and retained.
6. Where staff members or volunteers have reason to believe that another member of staff or a volunteer is not acting in the best interests of the Association whilst carrying out their role reference should be made to the Association Whistle Blowing Policy and the procedures set out therein should be followed.
7. Volunteers who are members of the Association are bound by the Association's governing documents and where the Board considers that a member of the Association has acted prejudicially to the interests of the Association the Board has the right under clauses 8(f) and 9 of the Articles of Association to terminate or suspend membership of the Association. A suspended or terminated member shall not hold office within the Association or any of its branches, and shall not act on behalf of the Association in any matter.