



south dublin county volunteer centre conflict of interest and loyalty policy

statement of policy

South Dublin County Volunteer Centre will engage in open, transparent and ethical decision making processes. Board and staff members will be obliged to declare potential, perceived and/or real conflicts of interests and loyalty. A conflict of interest or loyalty may occur if an interest or activity influences or appears to influence the ability of a Board committee or staff member to exercise objectivity in their activities. To ensure we achieve this:

1. Individual Board Committee members have a duty to act to prevent conflicts of interest and loyalty from interfering with their ability to make a decision in the best interests of the organisation.
2. All staff and volunteers will strive to avoid any conflict of interest and loyalty between the interests of the organisation and personal, professional, and business interests.
 - This includes avoiding actual conflicts of interest and loyalty as well as the perception of conflicts of interest and loyalty.
3. Each individual is expected to declare a conflict of interest or loyalty immediately they become aware of any possibility that personal or wider interests could influence their decision-making.
4. We will ensure transparency and manage any conflicts of interest and loyalty particularly where decisions are taken.
5. Conflicts of interest and loyalty procedures are followed in all decision-making.
6. We will record conflicts of interest and loyalty in line with the charities SORP.

policy guidelines

1.1 Purpose

To protect the Board and staff from any appearance of impropriety and provide greater clarity, understanding and guidance on how to identify conflicts of interest and loyalty and deal with them promptly.

1.2 Scope

All Board members and staff.

1.3 Responsibilities

All Board and Staff Members

- Ensure they understand and comply with the requirements of the policy and associated procedures.
- Assess their own private and personal interests and loyalties and whether they conflict or may potentially conflict with the organisation.
- Disclose and manage any actual, perceived or potential conflicts of interest or loyalty.
- Act with honesty and integrity.



- Will not allow their external, personal, financial interests or commitments to an external body compromise their responsibilities to the organisation.
- Will not accept any gratuity or service if the intention is to influence current or future behaviour of the organisation.

Board

- Have a legal responsibility to act in the best interest of the organisation.
- Have overall responsibility for the management of conflicts.
- Ensuring actual, perceived or potential conflicts are managed in line with relevant legislation.
- Ensuring the policy and procedures are adequate, up-to-date, in line with legal requirements and regularly reviewed.
- Maintaining an up to date conflict of interest and loyalty register.
- Reviewing disclosed interests annually to ensure that the information is correct and the management responses continue to be appropriate and effective.
- Supporting management in managing conflicts.

Manager

- Ensuring staff understand and are aware of the policy and procedures.
- Being aware of conflicts of interest or loyalty within their area of responsibility, assessing risk and informing the Board Committee.
- Assisting staff with any actual, perceived or potential conflicts of interest and loyalty.
- Seeking support and advice when required.
- Assisting the Board Committee to develop, review and approve the policy and procedures.
- Dealing with concerns arising from this policy and procedures.

Staff

- Understanding and complying with the requirements of the policy and associated procedures.
- Assessing their own private and personal interests and whether they conflict or may potentially conflict with the organisation.
- Disclosing and managing any actual, perceived or potential conflicts of interest or loyalty.
- Bring any observations or concerns to the attention of the manager that may require updates to the policy and procedures.



procedural guidelines

Procedure Title

2.1 Identifying and Declaring Conflicts of Interest and Loyalty.

Purpose

To ensure that any conflicts that could cause disruption to the effective and efficient running of the organisation are identified in a timely manner.

Staff Involved

Board, All Staff

Procedure

1. Interests should be declared by individuals prior to appointment, annually, at regularly scheduled meetings or sooner if necessary.
2. Potential candidates for appointment to the Board Committee will be asked to disclose any other interests and possible conflicts.
 - Guidance to those seeking appointment will include information on the reasons for this request and any potential concerns to be considered.
3. Upon appointment each Board Committee or staff member will make a full, written disclosure of interests, such as relationships, and other posts held, that could potentially result in a conflict of interest or loyalty.
 - This written disclosure will be kept on file and updated annually or as appropriate.
4. There will be a reminder to ask for conflicts of interest and loyalty as a standard agenda item at the beginning of each Board Committee meeting.
5. Individuals will be invited to declare any actual or potential conflicts in advance of each meeting.
6. If an individual fails to declare an interest that is known to any other Board Committee or staff members they should notify the Chairperson, who will declare that interest.
7. Individuals must notify the secretary of any relevant changes in their interests when they happen.
8. During meetings, all present will have individual responsibility for highlighting any potential conflicts.

Records

Record of Meetings, Declaration Form, Conflict of Interest and Loyalty Register.



Procedure Title

2.2 Handling Conflicts of Interest and Loyalty.

Purpose

To prevent any issues from causing disruption to the effective and efficient running of the organisation.

Staff Involved

Board, All Staff

Procedure

2.2.1 Prior Declarations

1. Where a conflict of interest or loyalty of an individual relates to a direct personal financial interest in a matter for discussion, the individual must be absent from the discussion and decision making process.
2. Where a conflict of interest or loyalty of an individual relates to a personal interest or any interest in a matter for discussion, which creates a danger of bias – i.e. the interest affects the organisation which they represent – they should be made aware of the need to withdraw from the room while a decision on the matter under discussion is being made, unless they have prior permission from the Chairperson to speak.
3. An individual who has any other interest, which does not – in the opinion of a clear majority of the rest of the members – create a danger of bias but which might reasonably cause others to think it could influence their decision should be made aware that they may participate in the discussion if this is deemed appropriate but be absent from the decision making process.
 - In both cases, the person concerned should be told what decision was reached on their return to the meeting.

2.2.2 During Meetings

1. During meetings, all present will have individual responsibility for highlighting any potential conflicts
 - They will raise this concern if it appears that it has not already been dealt with in the agenda.
2. The issue will be discussed and the following will apply:
 - If the majority decides that there is no conflict of interest or loyalty, the meeting proceeds as normal.
 - If the majority decides that there is a conflict of loyalty, this will be recorded in the minutes and the meeting proceeds as normal.
 - If the majority decides that there is a conflict of loyalty that is serious enough to warrant being a conflict of interest, it will be treated as such and the individual will be asked to temporarily leave the room while the matter is being discussed and decided upon.
3. On return, the individual should be told what decision was reached.
4. Conflicts of interest are recorded in the minutes of the meeting.

Records

Record of Meetings, Declaration Form, Conflict of Interest and Loyalty Register.



Procedure Title

2.3 Recording Conflicts of Interest and Loyalty.

Purpose

To ensure transparency when administering declared conflicts.

Staff Involved

Board Committee, All Staff

Procedure

1. Where an individual declares a conflict they will be required to complete the Conflict of interest and/ or loyalty declaration form outlining the nature of their declared interest.
2. A written record of the conflict of interest will be made in the minutes and will set out how it was dealt with. This will explain:
 - What sort of conflict of interest it was.
 - The individual or individuals who were affected.
 - If any conflicts of interest or loyalty were declared in advance.
 - An outline of the discussion.
 - If anyone withdrew from the discussion.
 - How the decision was made in the best interest of the organisation.
3. Where an individual benefits from a decision, this will be reported in the annual report and accounts in accordance with the current Charities SORP. All payments or benefits in kind will be reported in the accounts and annual report, with amounts in aggregate for all individuals for the year in question, unless it is appropriate for a payment or benefit to be listed for an individual person.
4. All declarations will be recorded on the conflict of interest and loyalty register.

Records

Record of Meetings, Declaration Form, Conflict of Interest and Loyalty Register.

3. Monitoring and Review

Monitoring and Review

Staff will be provided with the opportunity to provide feedback at regularly scheduled meetings. Procedures will be reviewed by the manager and relevant staff members annually or sooner if required. The policy will be reviewed by the Board committee every three years, or sooner if required.

Records

Record of Meetings, Document Control Matrix



Appendix

Appendix A: Declaration of Understanding

Declaration of Understanding – Conflict of Interest and Loyalty Policy

Each Board Committee and staff member is required to sign the following:

“I have read and understand the Conflict of Interest and Loyalty Policy for Board Committee and Staff Members and agree to be bound by same.”

Name (print): _____

Signed: _____

Date: _____



Appendix B: Conflict of Interest and Loyalty Declaration Form

Conflict of Interest and Loyalty Declaration Form

Under the policy guidelines of the South Dublin County Volunteer Centre, you are required to declare and avoid situations involving a conflict of interest or loyalty between your duties as a Board or staff member and your private interests.

Details of the person making the declaration

Name:
Position:
Postal Address:
Work Phone: Mobile:
Email:

Declaration of conflict of interest or loyalty: please tick appropriate box

No, I do not have a conflict of interest or loyalty to declare

Yes, I do have a conflict of interest or loyalty to declare

If you do have a conflict of interest to declare please describe all relevant facts and circumstances you consider give rise to a real or apparent conflict of interest. Please include the reason why you consider this situation may actually be, or be perceived by others to be, a conflict of interest. (Attach any additional information necessary).

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I hereby certify the information I have provided is true and accurate at the time of signing

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Print Name

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Signature

...../...../.....

Date

