

HECIS: CONFLICT OF INTEREST PROCEDURE

2.b	CONFLICTS OF INTEREST PROCEDURE
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Applies to: Management Committee, Staff, Contractors
Specific responsibility: Management Committee, HECIS Co-Ordinator, Office Manager

Version: 1
Date approved: 5.8.14
Next review date: Aug 21

PROCEDURES

All Committee Members and HECIS Staff are required to identify and declare all personal or individual conflicts of interest, as per *Policy 2.5 HECIS Conflicts of Interest Policy*.

A register of conflicts of interest will be maintained by the Office Manager (on behalf of the Secretary) called 'Disclosure of Interests Book'. All potential and actual conflicts will be recorded in the register, showing:

1. Name of the individual
2. Their position or role in the organisation
3. The nature of the interest they hold
4. The date of record
5. Any incidents that arise where the interest comes into conflict with the interests of HECIS, the date of the incident and a summary of how it was managed.

All Committee members and staff are required to declare any potential or actual conflicts of interest they are aware of by advising HECIS Management committee verbally at a Committee Meeting, or in writing to the Secretary who will inform the members at the next scheduled meeting.

Where a conflict of interest is declared:

For Management Committee members:

- The President and/or the Management Committee will assess whether a conflict exists.
- If the matter is not resolved prior to a meeting, the management Committee will decide on the action to be taken by the individual. They may be asked to:
 - contribute to the discussion but abstain from voting or taking part in a decision on the matter
 - observe but not take part in the discussion or decision making
 - leave the meeting during discussion and decision on the matter

Management Committee members with a significant and ongoing conflict of interest may be asked to:

- take leave of absence from the Management Committee for the period over which the matter will be discussed and decided
 - resign from the Management Committee
- the declaration of conflict of interest will be recorded in the minutes of the Management Committee meeting along with the action taken.

For staff members:

- The conflict will be assessed by the HECIS Co-Ordinator (or for HECIS Co-Ordinator, the President).
- Where the conflict concerns a group process, the assessment may be conducted by the group convenor or the staff team concerned.
- If a conflict of interest exists or there is a perception that a conflict exists, the staff member may be asked to:
 - contribute to the discussion but abstain from voting or taking part in a decision on the matter
 - observe but not take part in the discussion or decision making
 - leave the meeting during discussion and decision on the matter

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Staff involvement in external activities

- HECIS encourages and supports staff members becoming involved in community activities and volunteer work in their personal lives.
- HECIS expects that all staff members declare their involvement in external activities related to the work of HECIS when they are employed, and discuss and plan with their supervisor how any potential conflicts of interest can be managed.
- Staff members taking on other (new) work outside HECIS need to inform the HECIS Co-Ordinator.

Contractors

All contracts with external consultants being engaged by the organisation will include a declaration that no conflict of interest exists.

DOCUMENTATION

Documents related to this procedure	
Related policies	Conflict of Interest Policy
Forms, record keeping or other organisational documents	Conflict of Interest Disclosure Book

Reviewing and approving this procedure		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	26.8.15	HECIS Co-Ordinator	Aug 2016
2	8.8.16	HECIS CoOrdinator	Aug 2017
3	16.8.17	HECIS CoOrdinator	Aug 2018
4	11.9.18	HECIS CoOrdinator	Aug 2019
5	17.9.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

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