

Orbis Ireland

CONFLICT OF INTEREST POLICY

Policy Statement

Conflicts of interests are inevitable and should not be a problem if correctly and sensitively handled. However undeclared or improperly handled, they can cause problems and can result in the probity of the charity being questioned.

Scope

This policy applies to the Board of Directors and senior staff members.

Why we have a Policy

The Board of Directors have a legal obligation to act in the best interests of Orbis Ireland and in accordance with Orbis Ireland's governing document. Senior staff has similar obligations.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of Orbis Ireland. Such conflicts may create problems; they can:

- inhibit free discussion;
- result in decisions or actions that are not in the interests of Orbis and;
- risk the impression that Orbis has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

The Register of Interests

Accordingly, we ask the Board of Directors and the staff to declare their interests. A register of interests form is provided for this purpose, listing the types of interest you should declare. To be effective, the register of interests needs to be updated at least annually and also when any changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Company Secretary, Chairman or Development Director for confidential guidance.

Interests will be recorded on the charity's register of interests, which will be maintained by the Development Director. The register will be accessible by the Chairman.

What to do if you face a Conflict of Interest

If you face a conflict of interest for whatever reason, you should declare your interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if you face a conflict for any other reason.

You may, however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal.

If you fail to declare an interest that is known to the Development Director and/or the Chair of the Board, or the Company Secretary will declare that interest.

Decisions taken where a Board or Staff Member has an interest

In the event of the board having to decide upon a question in which a Board Member or member of staff has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested board members may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded by the Development Director and reported in the minutes of the meeting. The report will record:

- the nature and extent of the conflict;
- an outline of the discussion;
- the actions taken to manage the conflict.

Where a Board member benefits from the decision, this will be reported in the annual report and accounts.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

Managing Contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.

I _____ hereby certify that I have read and understand the “Conflict of Interest Policy” and currently have:

☐

no known conflicts of interest

☐

the attached conflicts of interest

Date: _____

Signature: _____

Title: _____

REGISTER OF INTERESTS

Name of Trustee/Member of staff: _____

Name of related party	Description of Interest and value	Relationship between Trustee / Member of Staff and related party	Is the interest current?

Signature _____ Date: _____