

POLICY	CONFLICT OF INTEREST POLICY
Related Section	Governance
PURPOSE	
The Board of Management is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.	
DEFINITIONS	
<p>Conflict of interest – is a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties as, say, a public official, an employee, or a professional." Source: Chris MacDonald, Michael McDonald, and Wayne Norman, "Charitable Conflicts of Interest", <i>Journal of Business Ethics</i> 39:1-2, 67-74, August 2002. (p.68).</p>	
GUIDING PRINCIPLES	
<ol style="list-style-type: none"> 1. Alkira places great importance on making clear any existing or potential conflicts of interest. 2. All conflicts of interest shall be declared by an individual concerned at commencement to the organization or when relevant issues arise. The nature of this conflict of interest should be entered into meeting minutes and the interest documented. 3. A person who believes another person has an undeclared conflict of interest should specify in writing the basis of this potential conflict to the Chief Executive Officer. 4. Ensuring individuals declare any conflicts of interest either at the start or when a relevant issue arises. 5. At Board level, where a conflict of interest or potential conflict of interest is identified and/or registered, the person concerned shall leave the room as soon as that item comes up for discussion. The concerned Board member shall not vote on that issue, nor initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present. 6. If a person declares themselves to have existing or potential conflict of interest confidentiality will be respected. If a person alleges that another person has a conflict of interest, whether existing or potential, and if the Board cannot resolve this allegation to the satisfaction of both parties the matter shall be referred to the Executive Committee. This Committee will make a recommendation to the Board as to what action shall be taken. 7. Examples of conflict of interest could be (but are not limited to): <ol style="list-style-type: none"> a) When a employee/board member/volunteer or member of their immediate family or business interests stands to gain financially from any business dealings, activities or services of the organisation. b) When a Board member him or herself offers a professional service to the organisation. c) When an employee or Board member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage. d) Where a Board member or the ex/officio member of the Board has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of Alkira. 	
REFERENCES - INTERNAL	
<ul style="list-style-type: none"> • Code of Conduct Policy 	

REFERENCES - EXTERNAL

- None

REVIEW

Alkira at its own discretion reserves the right to change the policy and procedure in line with relevant legislation and organisational needs.

If this policy can be improved please submit a Continuous Improvement Form to the Quality & Systems Officer.

Policies will be reviewed every three years.

VERSION CONTROL

Authorised By:	Board of Directors
Process Owner:	Chief Executive Officer
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