

Conflict of Interest Policy for Active Supporters & Volunteers

1. Introduction

Institute members are covered by the Code of Professional Conduct which addresses conflicts of interest in professional practice. This policy covers individuals acting in an Active Supporter and Volunteer (ASV) capacity for the Institute, with the exception of those acting as Trustees who are covered by a separate policy.

ASVs have a strict duty to act in the best interest of the Institute they serve; and in accordance with the charity's governing document (the Institute's Royal Charter, Bye-laws and Regulations), and to avoid situations where there may be a potential conflict of interest. Directors and Trustees of charitable companies and Directors of a charity's subsidiary companies are subject to the provisions of extant company law including its provisions with regard to conflict of interest. All directors of companies, trustees of charities and members of governing boards of chartered organisations should be provided with, or at the very least have references to, the full text of applicable laws and be made aware of their responsibility to comply with it. Trustees and Directors, generally, should not benefit from the legal entity to which they are appointed and should not be influenced by their wider interests when making decisions affecting that organisation. IOM3 extends this to all its ASVs.

2. Definition

A conflict of interest is a set of circumstances that creates a risk that professional judgement or actions regarding a primary interest will be unduly influenced by a secondary interest. For further explanation and examples see www.thebalancesmb.com/what-is-a-conflict-of-interest-give-me-some-examples-398192.

A conflict of interest may exist when an ASV is required to make a decision for the Institute in which they have a personal interest and should not be influenced by their wider interests. It might also arise where an individual's personal or family interests and/or loyalties conflict with those of entities within the Institute. Such conflicts may create problems; they can:

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

3. Policy

The purpose of this policy is to provide guidance to ASVs on handling a possible conflict of interest and to protect both the Institute and the individuals involved from any appearance of impropriety.

Under this policy, ASVs declare their interests, and any gifts or hospitality offered and received in connection with their role in the Institute. All gifts should be logged with the IOM3 Team member responsible for the activity the ASV was involved in when the gift was received.

Where an individual believes they have a perceived or real conflict of interest they must:

- declare the interest at the earliest opportunity,
- withdraw from discussions and decisions relating to the conflict at any related meeting.

The Chair of any related meeting may expressly invite a person with a conflict of interest to remain in order to provide information. In this case the conflicted person may not participate in, or influence, the decision, or any vote on the

matter. They will not be counted in the quorum for that part of the meeting. If an ASV cannot disclose a conflict of interest for other reasons, they should approach the Chair of the relevant meeting to discuss how to address the issue.

4. Principles

The Institute has agreed the following principles to ensure that this policy achieves the required objective across IOM3:

- Be open with each other and acknowledge any actual or potential conflict of interest they may have.
- Recognise any potential conflict of interest ASVs and others may have when decisions are being made.
- Adopt practical solutions.
- Plan ahead and agree on how they will manage any conflict of interest that may arise.

5. Procedures

The Institute has agreed to adopt the following procedures:

1. Each ASV will declare any conflict of interest as and when they occur either in the minutes of the meeting when they arise or by email to the IOM3 Team member responsible for the activity they are involved in when working outside of a meeting. A record of the interest(s) will be presented at the next meeting of the oversight group.
2. At every meeting, the Chair will establish from ASVs whether there have been any changes in conflict of interest since the last meeting and whether there are any potential conflicts relating to the agenda. If the Chair identifies a potential conflict of interest for any party relating to the agenda, the Chair will decide what action should be taken to manage the conflict. The minutes of the meeting should record the nature and extent of any conflict(s) disclosed and the actions taken to manage the situation(s).
3. The Institute will regularly review this policy to ensure it is current and reflects best practice and the operations of IOM3.

6. IOM3 Subsidiary Companies

Where an IOM3 subsidiary company has a separate conflict of interest policy, this should be considered when a potential conflict of interest is being considered. At the time of writing the only subsidiary company is PIABC.

IOM3, 3 February 2023