



## **Declaration of Conflict of Interest Policy**

1. All committee members, elected or co-opted, are required to declare to DHIY any outside interest which could be perceived as a conflict of interest.
2. “Conflict of interest” is defined as:  
Any relationship that is or appears to be not in the best interests of the organisation. A conflict of interest could prejudice an individual’s ability to perform his or her duties and responsibilities objectively.
3. Conflicts of interest are best avoided altogether; however, DHIY acknowledges that conflicts of interest (and potential conflicts) are sometimes unavoidable. In such circumstances the principles of openness and integrity apply and members are required to disclose and manage the conflicts accordingly.
4. A ‘personal’ conflict of interest may involve individuals known to committee members or his/her family; or by affiliation or a ‘pecuniary interest’, such as benefitting from a programme or a project’s awarded contract, investment or grant. If there is any doubt, it is better to declare a conflict of interest (or a potential conflict) than ignore it or conceal it.
5. Declarations of interests should take place at the beginning of all Committee meetings: AGM, Executive Committee meetings and Sub-Committee meetings. All Committee meetings will include the following agenda item, following Welcome and Apologies:  
  
Item 3) Declarations of Interests  
  
To receive any declarations of interest from Members of the xx Committee.  
  
At which point any members will declare any financial or non-financial personal interest in any matter to be discussed or voted upon.
6. Non-disclosure of an actual or potential conflict of interest may result in removal from the committee based on a motion and vote by the Executive Committee.