

Ficheall.ie

Conflict of Interest Policy

For ratification at September 2018 meeting

For the purpose of this document a trustee are the named trustees in relation to the organisation Ficheall.ie and volunteers are those members who attend Ficheall.ie meetings and have a say in running of the organisation. All attendees are listed in the minutes of Ficheall.ie meetings.

Why we have a Conflict of Interest Policy

The trustees has a legal obligation to act in the best interests of Ficheall.ie, and in accordance with Ficheall's governing document, and to avoid situations where there may be a potential conflict of interest. Staff and volunteers have similar obligations. Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of Ficheall.ie. Such conflicts may create problems; they can inhibit free discussions, and result in decisions or actions that are not in the interests of Ficheall.ie.

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

The Declaration of Interests

Accordingly, we are asking the trustees and volunteers to declare their interests, and any gifts or hospitality received in connection with their role in Ficheall.ie. To be effective, the declaration 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 trustees for confidential guidance. This register of interests shall also be used to record all gifts of a value over 50 euro received by the trustees or volunteers. Interests and gifts will be recorded on the charity's register of interests, which will be maintained by the trustees. The register will be accessible on request.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act. Data will be processed only to ensure that the trustees act in the best interests of Ficheall.ie. The information provided will not be used for any other purpose.

What to do if you face a Conflict of Interest

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 trustees, the trustees will declare that interest.

Decisions taken where a trustee or volunteer has an Interest

In the event of the trustees and volunteers having to decide upon a question in which a trustee or volunteer has an interest, all decisions will be made by vote, with a simple majority required. Interested trustees or volunteers may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded by the trustees 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 trustee or volunteer benefits from the decision, this will be reported in the annual report and accounts.

All payments or benefits in kind to trustees or volunteers will be reported in the charity's accounts and annual report, with amounts for each trustee or volunteer listed for the year in question. Where a trustee or volunteer is connected to a party involved in the supply of a service or product to the charity, this information will also be fully disclosed in the annual report and accounts. Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

Managing Contracts

If a trustee or volunteer has a conflict of interest they must not be involved in managing or monitoring a contract in which they 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.