



# Irish Forest School Association

## **Conflict of Interest Policy (August 2018)**

All members of The Irish Forest School Association (IFSA) Management Committee (ACORN) will strive to avoid any conflict of interest between the interests of the Organisation on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy are to protect the integrity of The Irish Forest School Association 's decision-making process, to enable stakeholders to have confidence in the organisation's integrity, and to protect the integrity and reputation of the Management Committee (ACORN).

Examples of conflicts of interest include:

1. An ACORN member who is also on the committee of another organisation that is competing for the same funding.
2. An ACORN member who has shares in a business that may be awarded a contract to do work or provide services for the organisation or is a director, partner or employee or related to someone who is\*\*.
3. An ACORN member who may be deemed to have an interest in a vacancy for employment.

Upon appointment each ACORN member will make a full disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually and reviewed following each AGM. Template attached.

In the course of meetings or activities, ACORN members will disclose any interests in a transaction or decision where there may be a conflict between the organisations' best interests and the members best interests or a conflict between the best interests of two organisations that the ACORN member is involved with. If in doubt the potential conflict must be declared anyway and clarification sought.

In the case of a conflict of interests arising for an ACORN member because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the memorandum or the articles, the unconflicted directors may authorise such a conflict of interests where the following conditions apply:

1. The member who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person.
2. The member who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of ACORN members is present at the meeting.
3. The other ACORN members who have no conflict of interest in this matter consider it is in the interests of the charity to authorise the conflict of interest in the circumstances applying.
4. Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and expect that members should respect its spirit as well as its wording.

Any information provided, pursuant to this policy, will be processed in accordance with our Data Protection Policy. Data will be processed only to ensure that ACORN members act in the best interests of the IFSA. The information provided will not be used for any other purpose.

Date Adopted: August 2018

\*\* A relative may be a child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the Director or any person living with the ACORN member as his or her partner'



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**CONFLICT OF INTEREST FORM I** ..... as a member of the IFSA ACORN have set out below my interests in accordance with the organisation's conflict of interest policy

**Category** *Please give details of the conflict of interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection*

**Current employment and any previous employment in which you continue to have a financial interest that may be in conflict with you position as ACORN Member:**

**Appointments, voluntary or otherwise, e.g. Trusteeships, directorships, local authority memberships, tribunals etc., which may be in conflict with your position as ACORN Member:**

**Any financial interests that are relevant to your position with the organisation as ACORN Member:**

**Any contractual relationship with the organisation as ACORN Member:**

**Any conflicts not covered by the above:**

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis in line with the IFSA Conflict of Interest Policy. I give my consent for it to be used for the purposes described in the Conflict of Interest policy and for no other purpose.

Signed .....

Position ..... Date.....