

## POLICY ON CONFLICTS OF INTEREST FOR NON-SECRETARIAT SOCIETY PERSONNEL

This document sets out the conflict of interest policy relevant for all non-Secretariat personnel engaged in carrying out activities on behalf of the Society.

### 1. **Conflict of Interest**

- 1.1 A conflict of interest is any situation in which personal interests including financial, or interests owed to another body, and those of the Society arise simultaneously or appear to clash.

In carrying out activities for the Society, an individual must;

- at all times act in the best interests of the Society
- not benefit from his or her office/position
- not put himself/herself in a position where his/her interests conflict with those of the Society.

### 2. **Policy**

- 2.1 If an individual engaged in undertaking activities on behalf of the Society has any interest in the matter under discussion, which creates a real danger of bias, that is, the interest affects them, or a member of their household, more than the generality affected by the decision, they should declare the nature of the interest and withdraw from the room, unless they have a dispensation to speak.
- 2.2 If an individual engaged in undertaking activities on behalf of the Society has any other interest which does not create a real danger of bias, but which might reasonably cause others to think it could influence their decision, they should declare the nature of the interest, but may remain in the room, participate in the discussion, and vote if they wish.
- 2.3 If in any doubt about the application of these rules the individual engaged in undertaking activities on behalf of the Society should consult with the Accreditation and Professional Development Manager.
- 2.4 A declaration of a conflict of interest must be made at the beginning of a meeting or before the discussion of the item itself. These declarations and the actions of the individual that follow will be recorded in the minutes.
- 2.5 The interests of an individual engaged in undertaking activities on behalf of Society the will be listed in a register (see section 4 and form).

**3. Financial Interests**

- 3.1 Individuals must not receive any financial benefit from carrying out duties on behalf of the Society unless they have express agreement and legal authority to do so.
- 3.2 Any individual undertaking activities on behalf of the Society who has a financial interest in a matter under discussion at a meeting should declare the nature of their interest and withdraw from the room, unless they have a dispensation to speak. This will be registered in the minutes.

**4. Register of interests**

- 4.1 In order to identify potential areas of conflict for those undertaking activities on behalf of the Society, a register of interests has been established. The register of interests ensures that individuals declare any possible interests which are not just financial but could be linked to influencing the outcome of a decision.
- 4.2 Members of Council should complete and sign the declaration of interests form when they are appointed to a Society role. When the individual becomes aware of a new, actual or potential conflict of interest, they should give notice of it to the Secretariat to enable the updating of the register.
- 4.3 The information on the register will be kept confidential and will only be available to the Accreditation and Professional Development Manager.

**5. Code of Conduct**

- 5.1 Individuals undertaking activities on behalf of the Society will not be bound by the Code of Professional Conduct unless they are Members of the Society. However, individuals who are not members but who are acting on behalf of the Society are expected to act in the spirit of the Code and support its principles through professional best practice.

## DECLARATION OF INTERESTS

Name:

Society Role undertaken:

Registerable interest	Description of interest
Current employment and any previous employment in which you continue to have a financial interest	Nature of employer and position held
Self-employment	Nature of business
Contracts (with the Society and other organisations)	Name of organisation and nature of contract
Consultancies, directorship or advisory positions	Name of companies and position
Ordinary membership of professional bodies, specialist sections, committees, charities, voluntary bodies etc	Name of body
Office held in industry, professional bodies, specialist sections, committees, charities, voluntary bodies, etc	Name of body and nature of office held
Public appointments (paid or unpaid / elected office)	Name of body and office held
Significant share holding	Names of companies in which the member owns 1% or more of the issued share capital
Gifts, benefits of hospitality	
Other – please specify	

Date\_\_\_\_\_

Signature\_\_\_\_\_

Please print name:\_\_\_\_\_

**Return this form to:**

Philip Woodward, Accreditation and Professional Development Manager,

**By post:**

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**By email:**

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