

EASB Code of Conduct

Conflict of Interest/Loyalty

1.0. Introduction

- 1.1. Employees, volunteers and directors (management team) should all put the interests of the association first. A conflict of interests may arise where the objective of the organisation and the interests and loyalties of a management team member do not coincide or appear to clash.
- 1.2. Conflicts of interest may create problems in that they can:
 - inhibit free discussion;
 - result in decisions or actions that are not in the interests of the association;
 - risk the impression that the association has acted improperly.
- 1.3. This code of conduct makes the association's intentions clear and provides guidance on what standards of behaviour are expected.

2.0. Favouritism

- 2.1. Management team personnel, together with their friends and family should not be favoured especially in terms of appointments, financial benefit, or any form of preferential treatment.

3.0. Benefits

- 3.1. A director shall be a volunteer elected to that position by the Members of the Association. A director shall not receive any benefit other than legitimate and documented expenses, or honorarium as may be voted to him by the Members.
- 3.2. Expenses must be authorised by at least one director and, in the case of these being claimed by a director, must be independently authorised by another director and declared to the Board.
 - 3.2.1 Expenses that are up to an amount of £50 do not need to be authorised by another director.
- 3.3. All expenses paid must be documented together with receipts, where available, and retained as an auditable record.
- 3.4. Nobody appointed or elected to a position within the association shall receive payment or other benefit from a third party whilst holding that position. This includes indirect benefits through a friend or family member or external funding for personal interests or loyalties. Such restrictions shall only be waived subject to a declaration of interest being received and actions approved by the Board.

4.0. Declaration of interest

- 4.1. All management team personnel must declare their interests wherever a perceived conflict arises. This declaration shall be made in writing and retained on file by the Company Secretary.
- 4.2. In the event of the board having to decide upon a question in which a management team members has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested board members may not vote on matters affecting their own interests.
- 4.3. If a director 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 participate in the discussion, and vote if they wish.
- 4.4. All decisions under a conflict of interest will be recorded by the Secretary 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.

5.0. Legislation

5.1. The association will comply with any statutory or regulatory requirements concerning

- reporting or disclosure of payments, expenses or other benefits that board members receive from the organisation.
- compliance with company law on the management of conflicts of interest and conflicts of loyalty
- compliance with the requirements of 'whistleblowing' legislation