



# ROTARIANS AGAINST MALARIA

## Conflict of Interest Policy

### Conflict of Interest Policy

This policy applies to all Rotarian Against Malaria staff, both permanent and casual.

#### Why we have a policy

RAM staff have a legal obligation to act in the best interests of our clients.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of our clients'. Such conflicts may create problems inasmuch as they can:

- Inhibit free discussion;
- Result in decisions or actions being taken that are not in the interests of the client; and
- Risk the impression that the client has acted improperly.

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 ask all staff to declare their interests, and any gifts or hospitality received in connection with their roles or positions. A declaration of interests' form is provided for this purpose, listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least quarterly, and also when any changes occur.

To all RAM staff; 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 Human Resource Department for confidential guidance.

Interests will be recorded on the register of interests, which will be maintained by the RAM Human Resource Department. The register will be accessible to the concerned staff Line Managers and Program Manager.

#### Data Protection

The information provided will be processed in accordance with data protection principles. Data will be processed only to ensure that RAM staff act in the best interests of the Program. The information provided will not be used for any other purpose.

#### What RAM staff should do if faced with a conflict of interest

If you, as a member of staff, are a user of the client's services, you should not be involved in decisions that directly affect the service that you receive. 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 management of RAM, they will declare that interest.



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### Decisions taken where a member of staff has an interest:

In the event of a committee being required to decide upon a question in which a member of staff has an interest, all decisions will be made by vote, with a *simple majority* required. A quorum must be present for the discussion and the decision; interested parties will not be counted when deciding whether the meeting is quorate.

All decisions under a conflict of interest will be recorded by RAM 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.

### Managing Projects and Project Sites

If a member of staff or volunteers has a conflict of interest, then they must not be involved in managing or monitoring a project or site in which they have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills invoices and acquittals, and termination of the project if necessary.

### DECLARATION OF INTEREST FORM

I..... as a Staff of Rotary Against Malaria have set out below my interests in accordance with the organisation's *Conflict of Interest Policy*.

Category	<i>Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection</i>
Any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise) eg. trustee, director, councillor, tribunal panel member, etc	
Interests in or with any supplier or contractor to the programme or its subsidiary.	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.	



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Any contractual relationship with the programme or its subsidiary.	
Personal Relationship with any other member of the programme staff or associated contractors, suppliers or volunteers	

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. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

**Signed:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**Date:** \_\_\_\_\_