



## **Conflict of Interest - Policy & Procedure for Elected Officers & Staff**

### **Submitted by IFM-SEI Presidium and Control Commission**

#### **Summary**

Conflict of interest policy for use by IFM-SEI Presidium and Control Commission members and staff contains details about a register of interests, and rules for handling conflicts of interest both at and between meetings.

#### **What Is a Conflict of Interest?**

A conflict of interest occurs when an entity or individual becomes unreliable because of a clash between personal (or self-serving) interests and professional duties or responsibilities.

Such a conflict occurs when a company or person has a vested interest—such as money, status, knowledge, relationships, or reputation—which puts into question whether their actions, judgment, and/or decision-making can be unbiased. This could also result from different positions within IFM-SEI and its member organisations being held by one person.

#### **Policy**

Members of the IFM-SEI Presidium and Control Commission want to prevent any conflict of interest that may arise between their role within IFM-SEI, their Member Organisation, their private or family interests or their association with other voluntary or community organisations, statutory authorities, commercial organisations or other bodies.

Similarly, members want to avoid any conflicts of interest that may arise for IFM-SEI staff, given that staff are or have been associated in a personal capacity with specific voluntary or community organisations, statutory authorities, commercial organisations or other bodies.

Conflicts of interest could include, but are not limited to:

- Unfair access to information, influence, services or resources
- Being a party to both sides of a contract or other agreement

### **1 Principles**

1.1 Members of IFM-SEI's Presidium and Control Commission must:

- Act in IFM-SEI's interests only and without regard to their own private interests;
- Not derive any personal benefit or gain from the organisation.

1.2 Members of IFM-SEI's Presidium and Control Commission may have other roles in Member Organisations or other voluntary organisations, statutory authorities, commercial organisations or other bodies. For the avoidance of doubt:



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- IFM-SEI's Presidium and Control Commission are elected, nominated, co-opted or appointed to serve the interests of IFM-SEI;

- Organisations or bodies with which individuals are associated should not benefit from their membership of IFM-SEI's Presidium and/or Control Commission, other than the benefits that all, or significant groups of, voluntary organisations can receive from IFM-SEI and its work;

1.3 Some staff employed by IFM-SEI also have associations, now or in the past, with specific voluntary organisations, statutory authorities, commercial organisations or other bodies. Again for the avoidance of doubt:

- Staff are employed to serve the interests of IFM-SEI

- Organisations and bodies with which staff members are associated in a personal capacity should not benefit from this employment, other than the benefits that all, or significant groups of voluntary and community organisations can receive from IFM-SEI and its work.

## **2 Register of Interests**

2.1 All IFM-SEI's staff, Presidium and Control Commission members are required to list in a Register all relevant interests which might influence their judgement, or which could be perceived (by a reasonable member of the public) to do so.

2.2 The Secretary General will ask all IFM-SEI's Presidium and Control Commission members (including the Secretary General) upon election and staff upon appointment to register all relevant interests. The Secretary General will invite all members and staff to update their Register entry annually (including their register), but it is the responsibility of all IFM-SEI's Presidium and Control Commission members and staff to notify the Secretary General of all updates as and when they arise.

2.3 The Register of Interests shall be open to reasonable public inspection on application to the Secretary General.

## **3 Declarations of interest at IFM-SEI's Presidium and Control Commission meetings**

3.1 All elected members and staff present at a meeting (or sub-committee or working group) should make an oral declaration of any relevant interest if it relates specifically to a particular issue under consideration (and does not relate to all, or a significant group of, voluntary and community organisations). Oral declarations should be recorded in the minutes of the meeting.

3.2 If the outcome of any discussion at a meeting (or sub-committee or working group) could have a direct financial effect on an individual or on a voluntary or community organisation or other body in which the IFM-SEI's Presidium and Control Commission has a relevant interest (other than an interest which relates to all, or a significant group of, voluntary and community organisations), the individual should not participate in the discussion or determination of matters and should withdraw from the meeting. Withdrawals shall be recorded in the minutes of the meeting.



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3.3 If the outcome of any discussion at a meeting (or sub-committee or working group) could have a direct financial effect on a staff member or on a voluntary or community organisation or other body in which the staff member has a relevant interest (other than an interest which relates to all, or a significant group of, voluntary and community organisations), the staff member should not participate in the discussion and should withdraw from the meeting. Withdrawals shall be recorded in the minutes of the meeting.

3.4 If an IFM-SEI's Presidium and Control Commission member 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 had a dispensation to speak.

3.5 If an IFM-SEI's Presidium and Control Commission member 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.

This paragraph does not apply to disciplinary, grievance or similar procedures as separate arrangements apply.

3.6 The Secretary General should include in their report for each meeting details of any contracts/agreements to be entered into prior to the next meeting.

#### **4 Representation**

4.1 IFM-SEI's Presidium and Control Commission members and staff attending meetings and conferences on behalf of IFM-SEI should at all times act and speak in the best interests of IFM-SEI, following the agreed policy of IFM-SEI.

4.2 IFM-SEI's Presidium and Control Commission members and staff attending meetings and conferences in a personal capacity, or on behalf of a voluntary or community organisation or other body, may at times be able to usefully support the best interests of IFM-SEI. In such circumstances they should make it clear in which capacity they are acting or speaking.

4.3 IFM-SEI's Presidium and Control Commission members and staff who may be placed in any conflict of interest while attending meetings and conferences should discuss their concerns at the earliest possible opportunity with the President or the Secretary General.

4.4 IFM-SEI's Presidium and Control Commission members and staff who are representing a member organisation within an IFM-SEI project, should clarify upon their task and role at the beginning of the project identifying any potential conflict of interest.



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**International Committee 2021\_21**

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