Conflict of Interest Policy

A conflict of interest is defined as an actual or perceived interest by Society personnel in an action that results in, or has the appearance of resulting in, personal, organisational, or professional gain.

The following groups of people are all referred to as Society personnel in this document: Directors, staff, committee members and long-term consultants.

The purpose of this policy is to protect the integrity of the Organisation's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of Society personnel.

Society personnel are obligated to always act in the best interest of the organisation. This obligation requires that any Society personnel, in the performance of organisation duties, seek only the furtherance of the organisation mission. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest. At all times, Society personnel are prohibited from using their job title or the organisation's name or property, for private profit or benefit.

Society personnel should neither solicit nor accept gratuities, favours, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organisation fund raising-activities.

No Society personnel shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to their knowledge, any of the following has a financial interest in that purchase or contract:

1) The Board, staff member or long-term consultant;
2) Any member of their immediate family;
3) Their partner;
4) An organisation in which any of the above is an officer, director or employee;
5) A person or organisation with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

Record of Conflict - Upon appointment Society personnel will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. If in doubt the potential conflict must be declared anyway and clarification sought. This written disclosure will be kept on file and will be updated as appropriate.

Any changes to the original declaration should be reported to the Director of Operations using the declaration form attached in a timely manner.

Board action - When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Directors, excluding the person(s) concerning whose situation the doubt has arisen.
Further information regarding Board Conflicts of Interest can be found in the Society's Articles of Association, sections 84 to 90.

Committee action - When a conflict of interest is relevant to a matter discussed at committee level, the interested person(s) shall call it to the attention of the meeting and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Committee, excluding the person(s) concerning whose situation the doubt has arisen.

The official minutes of the Board and/or committee meetings shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

This policy is meant to supplement good judgment, and Society personnel should respect its spirit as well as its wording.

The Society of Homeopaths, 11 Brookfield, Duncan Close, Moulton Park, Northampton NN3 6WL Tel. 01604817890 Fax. 01604 648848
Email info@homeopathy-soh.org www.homeopathy-soh.org Company Limited by Guarantee. Registered in England No 1392004