



EOPD.ie Conflict of Interest and Conflicts of Loyalty

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EOPD.ie Conflict of Interest and Conflicts Loyalty Policy

SCOPE

- This policy supports the Code of Conduct for Trustees and Directors and applies to all Trustees and Directors herein referred to a 'trustee'
- It also applies to the members of EOPD.ie

WHAT IS A 'CONFLICT OF INTEREST'

A Conflict of Interest occurs when a person has a role or position within an organisation that requires them to make decisions in the best interest of the organisation, but they also have a competing private or personal interest which may affect their judgement.

The risk is that persons in such a situation will make decisions, sometimes unwittingly, in their own personal interest rather than the interests of the organisation. It is important to recognise that it is natural for conflicts of interest to occur, and the objective of this policy is to manage, rather than prevent them from happening.

There is no right or wrong approach to handling potential conflicts of interest. Ultimately, the issue is about the application of common sense.

WHAT IS A 'CONFLICT OF LOYALTY'

We understand a conflict of loyalty as one where a trustee is, or is perceived to be, influenced by considerations other than the best interests of the Company.

Conflicts of loyalty may be sufficiently serious to amount to conflicts of interest.

WHY HAVE SUCH A POLICY?

Early Onset Parkinson's Disease is committed to the highest ethical and professional standards in the execution of its responsibilities, and expects all members to behave with honesty, integrity, and good judgment. Members should respect the rights of others and are accountable for their actions.

Members of the Early Onset Parkinson's Disease Board and officials have an obligation to act in the best interests of Early Onset Parkinson's Disease, and in accordance with Early Onset Parkinson's Disease's rules and Policies and Procedures/Conflict of Interest Policy regulations and aims and objectives. All Directors, Sub-Committees, Committee, volunteers, and employees, have similar obligations. Conflicts of interests may arise where an individual's personal, family or business interests and/or loyalties conflict with the objectives of Early Onset Parkinson's Disease. If in doubt, it is better to declare a possible interest.

CONFLICT OF INTEREST AND CONFLICTS OF LOYALTY MAY CREATE PROBLEMS AND COULD POTENTIALLY:

- Inhibit free discussion.

- Result in decisions or actions that are not in the best interests of Early Onset Parkinson’s Disease and its members, and
- Damage the reputation of Early Onset Parkinson’s Disease. The aim of this policy is to manage all potential conflicts of interest and loyalties and protect both the organisation and the individuals involved from any appearance of impropriety. Even the appearance of a conflict of interest can damage the reputation of Early Onset Parkinson’s Disease.

CONFLICT OF INTEREST AND CONFLICT OF LOYALTY MAY COME IN A NUMBER OF DIFFERENT FORMS:

These forms will generally involve:

- direct financial gain or benefit to the interested party, such as a payment for services provided to Early Onset Parkinson’s Disease, and/or Early Onset Parkinson’s Disease affiliates, or
- the award of a contract to an organisation in which the interested party has interest or involvement and from which there is an opportunity for financial gain.

THE DECLARATION OF INTERESTS

Under this policy, Directors, Sub-Committees, Committee, volunteers, employees, and other officials are required to declare their interests, both private and professional, in their dealings with Early Onset Parkinson’s Disease or Early Onset Parkinson’s Disease’s affiliates and must also declare any gifts or hospitality received in connection with their role in Early Onset Parkinson’s Disease. A declaration of interest’s form is provided for this purpose, listing the types of interest you should declare.

The declaration of interests needs to be reviewed and updated at least annually, and also when any material changes occur.

If an individual is unsure what to declare, or whether/when a declaration requires updating, the best rule is to err on the side of caution. If anyone would like to discuss the issue of conflict of interest or conflicts on loyalty, please contact the Early Onset Parkinson’s Disease Chairperson for confidential guidance. Interests will be recorded on Early Onset Parkinson’s Disease’s register of interests, which will be maintained by the Policies and Procedures/Conflict of Interest Policy Early Onset Parkinson’s Disease Chairperson on a confidential basis. The register will be accessible only by the Chairperson, and Directors.

DATA PROTECTION

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998/2003. Data will only be processed to ensure that the Board Members and officials act in the best interests of Early Onset Parkinson’s Disease and its affiliates. The information provided will not be used for any other purpose.

WHAT TO DO IF YOU FACE A CONFLICT OF INTEREST AND CONFLICT OF LOYALTY?

If you believe you have, or may have, a conflict of interests or conflicts of loyalty, you should declare your interest at the earliest opportunity and withdraw from any subsequent discussion or involvement in the activity. You may, however, participate in discussions from which you could benefit indirectly, 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/becomes known to Early Onset Parkinson's Disease, the Chairperson will be obliged to declare that interest on your behalf. You will be notified and will be required to explain why the interest was not declared, and subsequently, adhere to the terms of this policy.

DECISIONS TAKEN WHERE A BOARD MEMBER, OFFICIAL OR MEMBER OF STAFF HAS AN INTEREST.

If it is unclear whether a Board Member, Sub-committee, Committee, volunteer other official or member of staff has a conflict of interest, the Board will decide by vote, requiring a simple majority. A quorum must be present for the discussion and decision, excluding those interested parties.

Board members may not vote on matters affecting their own interests. They must absent themselves from the discussion or at the discretion of the Chairperson, participate in the discussion but not the decision-making process. All decisions under a conflict of interest will be recorded 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.

Where it is deemed there is a conflict of interests, all information relating to the Board discussion, report and subsequent vote will be furnished to the individual, who will have the right to respond to the Board.

Conflicts of interest/loyalty are recorded in the minutes in the following manner:

- Board meeting dated _____, Trustee/member _____ noted that his/her employer was engaged in activities that may represent a conflict of loyalty in relation to agenda item 'x'. It was agreed that this did not represent a conflict of loyalty; OR
- Board meeting dated _____, Trustee/member _____ noted that he/she had a conflict of interest in relation to agenda item 'x' and volunteered to leave the room during the discussion of this item. This was agreed and the decision to proceed was made in his/her absence.

MANAGING CONTRACTS

A board member, official or member of staff must not be involved in managing or monitoring a contract in which he/she has an interest. If such an interest is declared/deemed to exist, the individual will be relieved of his/her involvement, and management/monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices. Such contracts may be terminated where it is deemed that the terms of

the contract were unduly influenced by such interest and resulted in reduced benefits to Early Onset Parkinson's Disease and/or its affiliates.

**EARLY ONSET PARKINSON'S DISEASE
Conflict of Interest and Conflicts of Loyalty Declaration**

NB: All Directors and Employees (part or full-time) of Early Onset Parkinson's Disease must submit a return on an annual basis even if it is a nil return – this will usually happen at the first meeting post AGM.

NAME _____

Position held _____

DECLARED CONFLICTS OF INTEREST

Personal Interests

Family Interests

Signed _____

Date: _____

ONLINE FORM

[Conflict of Interest Declaration form](#)