

Appendix 4 – Conflict of Interest Policy and Procedure

Conflicts of Interest differ between organisations, and what is acceptable practice in one organisation may not be tolerated in another. It is important that Committee members are clear on what constitutes a conflict of interest. Committee members should act solely in the interests of WAGGGS, and should avoid putting themselves into any position where their duty to act in WAGGGS' interest conflicts, or could be seen to conflict, with their own personal interest. Potential and perceived conflicts of interest, therefore, should also be considered.

Conflicts of interest may arise where a Board member's personal, professional, or family interests or loyalties conflict with those of WAGGGS. Such conflicts can:

- Inhibit discussion;
- Result in decisions or actions which are not in the best interest of WAGGGS;
- Risk giving the impression that WAGGGS has acted improperly.

Three safeguards can be applied:

- A policy can be established related to conflict of interest, which is signed by all World Board and Committee members when they join the World Board or a Committee. The statement can be a simple declaration, or if necessary, detailed information can be given about Board members' interests – financial, business or personal.
- Disclosure should be normal practice, both in a formal way, by signing the declaration, and in an informal way, when necessary and when undertaking any work for WAGGGS. Arrangements can then be made to prevent the conflict affecting WAGGGS, or its reputation.
- Volunteers and staff should demonstrate, by example and attitude, an atmosphere of personal integrity. All decisions and actions must be made in the best interests of WAGGGS.

All volunteers and staff in the World Association of Girl Guides and Girl Scouts should avoid conflicts of interest between the interests of the World Association, and personal, professional and business interests. This includes avoiding potential and actual conflicts of interests, as well as perceptions of conflicts of interest.

A Conflict of Interest can be defined as 'a relationship or other kind of involvement of a financial, personal or professional nature, that could, or could be understood to, influence the independence of Committee members.' This definition can also be applied to the spouse, partners or families of Committee members.

Guidelines

During a Committee meeting:

1. If a Committee member has any interest in the matter under discussion that creates a real danger of bias, that is, the interest affects her or a member of her household, she should declare the nature of the interest and withdraw from the room, unless she has a

dispensation to speak. She will not be permitted to vote on the matter. This will be noted in the Minutes of the Meeting.

2. Any Committee member, who has a financial, personal or professional interest in a matter under discussion, should declare the nature of her interest and withdraw from the room, unless she has dispensation to speak. This will be noted in the Minutes of the Meeting.
3. If a Committee member has another interest that does not create a real danger of bias, but which might reasonably cause others to think it could influence their decisions, they should declare the nature of the interest, but may remain in the room, participate in the discussion, and vote if they wish. This will be noted in the Minutes of the Meeting.
4. If a Committee member feels that there is an ongoing tension between their own financial, personal or professional interests, and those of the World Association, which may affect their ability to make impartial decisions, they should consider resigning their position from the Committee.
5. If there is any doubt about the application of these procedures, they should consult with the Chair of the relevant Committee or the Chair of the World Board. It may be necessary to seek specific legal authority for the action or transaction giving rise to the conflict.
6. Committee members, who become aware of a new, actual or potential conflict of interest, should inform the Chair of the World Board, who will ensure that is retained on file. They may have to consider resigning their position from the Committee.
7. Committee members, upon appointment, will be required to sign a Confidentiality Agreement (attached), which will confirm that the Committee member understands the confidential nature of the work of the Committee, and that they will disclose any interests or relationships that could potentially result in a conflict of interest. These signed statements will be retained on file for the duration of their term of office.

DECLARATION BY A COMMITTEE MEMBER

Following their appointment to a Committee of the World Board

I, declare and confirm that:

- 1. I am willing to act as a Committee member of the World Association of Girl Guides and Girl Scouts.
- 2. I will observe at all times the requirements of the Constitution and Bye-Laws of the World Association of Girl Guides and Girl Scouts, (attached).
- 3. I am aware of the Object of the World Association of Girl Guides and Girl Scouts and will use my best endeavours to ensure that the Association pursues this Object.
- 4. I have read the attached Confidentiality Statement, and agree to the provisions made within that form (Confidentiality Agreement - Appendix II).
- 5. I have read the Conflict of Interest Policies and Procedure, (attached), and understand its contents. I do not have any financial, personal or professional interests which conflict with the interests or Object of the World Association of Girl Guides and Girl Scouts, (either in person, or by reason of my family, business interests or otherwise), and I will notify the Chair of my Committee, or of the World Board should any such conflicting interests arise in the future.
- 6. I understand that this signed statement will be retained on file for the duration of my term of office as a member of the Committee.

Signed: []

Date: []

Member of Committee

- Encl: WAGGGS' Constitution and Bye-Laws
- Appendix A – Confidentiality Agreement
- Conflict of Interest Policy and Procedure

Once completed, please sign and return this form to: Clare Parry, Head of Governance: Clare.Parry@waggs.org

APPENDIX A - CONFIDENTIALITY STATEMENT

BY SIGNING THE DECLARATION, A COMMITTEE MEMBER, FOLLOWING THEIR APPOINTMENT TO THE COMMITTEE, IS INDICATING THAT SHE UNDERSTANDS THE FOLLOWING:

1. I understand that I will be given access to certain oral and written Confidential Information, relating to the activities of the World Association of Girl Guides and Girl Scouts, (WAGGGS) in connection with my service to the World Association of Girl Guides and Girl Scouts in my capacity as a Committee member. I acknowledge that the Confidential Information, regardless of how it is received, and whether or not marked 'Confidential', constitutes confidential, proprietary information restricted to the relevant Committee.

However, the term 'Confidential Information' does not include information which:

- a) Is, or becomes, generally available to the public other than through disclosure by myself.
 - b) Is already known, or becomes available to me, on a non-confidential basis, prior to disclosure to me by the Association.
 - c) Is independently developed by me without reliance upon Confidential Information from the Association.
2. I undertake to keep all confidential information secret and confidential, and not disclose, reveal or provide information to any person, whether or not they are in membership of WAGGGS, except as authorised by WAGGGS, or as required by law. If I am required by law or legal process to disclose any Information, the Association shall be provided with prompt notice of such a request to enable the Association to seek an appropriate protective order.
 3. I will not use confidential information for any purpose, directly or indirectly, other than as directed by WAGGGS. This will include personal information relating to World Board or Committee members, including personal addresses, email and fax addresses.

Upon request of WAGGGS, I will promptly return all Confidential Information, including all copies, reproductions, summaries, analysis and extracts.