



Protecting Orkney's marine mammals through research and education

Conflict of Interest Policy

Implementation Date: February 2021

1. General statement

- 1.1 All employees and volunteers (team members) of Orkney Marine Mammal Research Initiative (OMMRI) will strive to avoid any conflict of interest between the organisation on the one hand and personal, professional and business interests on the other.
- 1.2 This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.
- 1.3 The purpose of this policy is to protect the integrity of OMMRI's decision-making processes, to enable our stakeholders to have confidence in our integrity and to protect the integrity of team members.
- 1.4 This policy is meant to supplement good judgement and team members should respect its spirit as well as its wording.

2. Potential conflicts

- 2.1 Examples of conflicts of interest include:
 - A Trustee who uses the organisation's services must decide whether fees should be increased.
 - A Trustee who is related to an employee being involved in a decision on staff pay or conditions.
 - A Trustee who is also on the committee of another organisation is competing for the same funding.
 - A Trustee who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

3. Declaration of Interests

- 3.1 Upon appointment, each Trustee will make a full written disclosure of interests (see Appendix I) that could potentially result in a conflict of interest. This written disclosure will be kept on file and updated as appropriate.
- 3.2 In the course of meetings or activities, Trustees will disclose any interests in a decision or transactions where there may be a conflict between the organisations best interests and the Trustee's best interests of a conflict between the best interests of two organisations that the Trustee is involved with.

4. Procedure to be followed following a declaration of interest

- 4.1 After disclosure, the Trustee may be asked to leave to allow discussion and will not be able to take part in any vote or decision making that relates to the conflict of interest.
- 4.2 Any such disclosure and the subsequent actions taken will be noted in the minutes

5. Review of the policy

- 5.1 It will be the responsibility of the board of Trustees to review this policy to ensure that it is in accordance with all other policies.
- 5.2 This policy will be reviewed by the board of Trustees 12 months after implementation and then routinely every three years. Interim reviews may be carried out if a need is identified.

Review date:

Next review date:

Signed:

Position:

Date:

Declaration of Interests for Orkney Marine Mammal Research Initiative (OMMRI) Trustees and Senior Staff

I, ***** ****, as a trustee of OMMRI, have set out below my interests.

Category	Please give details of the interest and whether it applies to yourself, or where appropriate, a member of your immediate family, connected persons or some other close personal connection
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc.	
Membership of any professional bodies, special interest groups or mutual support organisations	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings (being more than 5% of issued capital) and beneficial interests.	
Gifts or hospitality offered to you by external bodies and whether these were declined or accepted in the last 12 months.	
Do you use, or care for a user of the organisation's services?	
Any contractual relationship with the charity	
Any other conflicts that are not covered by the above	

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.

I understand that the information provided will be held in accordance with OMMRI's confidentiality policy.

Signed:

Position:

Date: