



Conflict of Interest Policy

Definition

A 'conflict of interest' arises when the best interests of an individual are, or could be, different from the best interests of the Society itself.

This may be something that affects the individual either directly or indirectly through a family member, colleague, friend or business associate.

For the purposes of this Conflict of Interest Policy, an individual may be a member of staff, a volunteer, a Council member, a Trustee, a committee member or someone involved in a Special Interest Group of the British Society of Audiology.

Statement of Intent

The British Society of Audiology is committed to ensuring its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual or organisation whether connected or not with the Society.

Policy

It is the policy of the British Society of Audiology to:

- Ensure every individual understands what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.
- Document the conflict and the action(s) taken to ensure that the conflict does not affect the integrity of an individual decision or the decision-making processes of the Society.

Procedure

When an individual identifies that they have a potential conflict of interest, they must:

- Declare it as soon as they become aware of it
- Ensure it is entered in a Declaration of Interest Form approved by the Society (ongoing conflicts), and/or minuted in the appropriate meeting papers (one-off conflicts)
- Not take part in any meeting discussions relating to the matter
- Not take part in any decision-making related to the matter
- Not be counted in the quorum for decision-making related to the matter

In the interests of frank and open discussion, an individual affected by a conflict of interest should leave the room while related discussion/decision-making is taking place, unless there is good reason for them to stay and this has the approval of the Chair of the meeting concerned. If it is the Chair of the meeting, the Vice-Chair or another nominated individual



without a conflict of interest should be given approval to chair the meeting for this item. An appropriate entry into the minutes of the meeting shall be made.

The minutes should state:

- The declared conflict
- That the individual left the room or the reason why they were asked to stay
- That the individual took no part in discussion or decision-making on the matter
- That the meeting was quorate (not counting the affected individual)
- Any other actions taken to manage the conflict

If an individual is unsure about what to declare, they should err on the side of caution and discuss the matter with the Chair of the meeting concerned, or with their line-Manager if a member of staff, for confidential guidance.

Review of Policy

In line with standard practice the BSA will review this policy on an ongoing basis at the time of the production of the Annual Trustees Report.