

Conflict of Interest Policy

All employees, volunteers, and board members associated with Healthwatch Hackney have the responsibility, and legal obligation, to put the interests of the organization before their own personal pursuits. A conflict of interest arises when the interest and loyalties of the individual clash with their obligation to the Healthwatch Hackney and its goals of best practice. Specific examples of conflicts of interest may occur during employment procedures, financing, and contract development. In order to avoid conflicts of interest, organization activity must be conducted on an impartial basis, absent of any personal bias in any action associated with Healthwatch Hackney.

1. The main issues associated with conflicts of interest are:

- Inhibition of free discussion
- Decisions or actions that do not represent the interests of the organization
- Giving the impression that the organization acted improperly

2. It is the responsibility of all those associated with Healthwatch Hackney to uphold these standards in order to provide transparency and provide for the best practices of the organization.

3. What do you do if have a conflict of interest?

All actual or potential conflicts of interest must be declared and reported at the earliest convenience of the individual. If the individual fails to declare the conflict of interest any board or staff member, trustee, or volunteer may declare it. In order to best address a conflict of interest, after it has been documented, the individual would be advised to define the effects and where the conflict may apply, or lead to potential bias. The individual should define the relationship of the conflict and the organization, and areas of intersection that may result. Best practice would be to notify participating parties, make a statement of the conflict in relevant discussions, and remove oneself accordingly or at the discretion of the decision making body.

4. Declaration of Interests

Reporting and declaring conflicts of interest in the prescribed manner is imperative. The individual must include any and all conflicts of interests associated their role at Healthwatch. If wary of what to include in a declaration it is encouraged you err on the side of caution, including whatever connection or personal interest you have that may allow you to be accused of

bias. Declarations should also include any gifts or hospitality received in connection the individual's role at Healthwatch. This declaration should be updated at least every year, or when changes occur.

5. Managing Contracts

All associated employees, board members, and volunteers associated with Healthwatch Hackney must show discretion in regards to any contracts or funding for those with which they have a personal interest. For this reason, additional, independent parties may be recruited to assess the establishment, and continually monitor the development, of contractual relationships and funds in order to ensure best practices within the organization.

6. Data Protection

All information provided in the conflict of interest forms will be processed and observed within the principles and guidelines laid out in the Data Protection Act of 1998. The information provided will only be used with adherence to the ideals outlined in this policy and will not serve any other purpose than to ensure all associated Board members, staff members, and volunteers are working towards the best interest of Healthwatch Hackney.

DECLARATION OF INTEREST

Name: _____

Date: _____

Position: _____

Name of Person/Business of Interest	Date the interest began	Nature of Interest	Effect on Healthwatch

Signature: _____

Date:
