

CONFLICT OF INTEREST POLICY

European Scout Committee

About Conflict of Interest

The purpose of this Conflict of Interest Policy is to prevent the institutional or personal interests of the European Scout Committee (ESC) members of the World Organization of the Scout Movement (WOSM) from interfering with the performance of their duties and to see that there is no personal, professional, or political gain at the expense of WOSM. This policy is not designed to eliminate relationships and activities that may create a duality of interest, but to require the disclosure of any conflict of interest and the non-participation of any interested party in a decision relating thereto. A copy of this Conflict of Interest Policy shall be furnished to each ESC member who is presently serving this organization or who may become associated with it.

Under the Regional Constitution, ESC members have a responsibility to act in the best interests of the Region as a whole above all other roles and responsibilities carried on by ESC members when making decisions. If a decision is to be made where the ESC members have a personal or other interest, this is regarded as a "conflict of interest" and the ESC member will not be able to comply with his or her responsibilities unless certain steps are followed.

In particular, an ESC member has a conflict of interest if the ESC is considering making a decision that would mean either:

- An ESC member or the ESC member's NSO could benefit financially or otherwise from that decision, either directly or indirectly
- or
- An ESC member's duty to the Region competes with a duty or loyalty through another appointment that the ESC member has to another organisation, Scout committee or individual.

Conflicts of Interest are common in voluntary, public and commercial dealings. Having a conflict of interest does not mean that a ESC member has done something wrong or that he or she must always stand down from involvement in that decision. However, an ESC member needs to act with prudence to prevent conflicts of interest from interfering with the ESC member's ability to make a decision only in the best interests of the Region.

This process involves three steps - Identify, Prevent, Record - so that ESC members are able to comply with their duties and avoid:

- making decisions that could be challenged or overturned on procedural grounds,
- risking the ESC member or the Region's reputation, and
- having to deal with financial, legal or audit consequences.

Step 1: Identifying a Conflict of Interest

ESC members must declare a conflict of interest immediately they become aware of any possibility that their personal or wider interests could influence their decision-making. A good guideline is: "If in doubt, declare it."

To remind ESC members of their duties, the ESC has a standard agenda item at the beginning of each meeting to allow members to declare any actual or potential conflict of interest.

The Secretariat of the ESC keeps a register of declared interests, which is open to inspection. This is updated if ESC members' circumstances change and when new members are appointed.

It is the personal responsibility of each ESC member to declare a potential conflict of interest, either their own or in relation to another member at the point where it arises in the work of the ESC or its sub-committees, task forces or working groups so that it may be dealt with.

Step 2: Dealing with a Conflict of Interest

Once a conflict of interest is identified, the ESC members without a conflict of interest must identify the needed measures to prevent the identified conflict of interest from affecting decision-making by:

- finding an alternative way forward which remedies the conflict of interest
- or
- taking appropriate steps to manage the conflict, which will usually mean that the person affected does not take part in discussions or decisions regarding the issue.

It is important to declare a potential conflict of interest, even though a ESC member may believe it is irrelevant or unimportant, to allow the ESC to decide the consequences.

Step 3: Recording a Conflict of Interest

The ESC keeps a written record of each declared conflict of interest and how the ESC dealt with it in the minutes of its meetings. This record must detail:

- what was the conflict of interest;
- which ESC member or members were affected;
- whether any conflict of interest was declared in advance;
- the discussion surrounding the conflict of interest;
- whether anyone withdrew from the discussion; and
- how the ESC member and other ESC members made the decision in accordance with the Regional Constitution.

**CONFLICT CERTIFICATION FORM
European Scout Committee**

I have read, understood and agree to abide by the ESC Conflict of Interest Policy. To the best of my knowledge, I (circle one) *have / do not have* one or more conflicts as described in this Policy. If applicable, all known conflicts are noted below. I will give prompt notice of any additional conflict of interest as it arises.

1. Yes / No. I hold a Scouting position of leadership or authority at the national level in my NSO.

If yes, please provide details of your position and responsibilities:

2. Yes / No. I, a member of my family, a related party or other organisation that I control, offer services in exchange for paid remuneration to Scout Organisations or related activities at any level.

If yes, please provide details of the services you provide to Scouting in exchange for paid remuneration.

3. Yes / No. I, or a member of my family, have other appointments or responsibilities, which may affect my ability to fulfill the roles and obligations as an ESC member under the Constitution of WOSM.

If yes, please provide details of the appointments or responsibilities held by you.

Signature

Date

Name (please print)