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**Conflict of Interest Policy** **(CIP)**

**V3, 2 September 2019**

**Introduction:**

The Executive Committee of EAPN (Ex Co) is committed to high standards of ethical conduct and places great importance on identifying and appropriately managing any existing or potential conflicts of interest that arise for members engaged in the governance of its activities.

**Policy:**

This policy has been developed to provide a framework for members of the Ex Co to declare conflicts of interest, to ensure that Ex Co decisions are in the best interests of EAPN as a whole and not unduly influenced by the objectives of individuals or other bodies.

**Procedure**:

All existing or potential conflicts of interest shall be declared to the Director or President by the Member concerned at the earliest opportunity, and recorded in a Conflicts of Interest Register (CIR) which will be located at EAPN’s office in Belgium and accessible to all members of the Ex Co online, on Members Room.

Any Ex Co member who believes another member has an undeclared conflict of interest should specify in writing the basis of this potential conflict and submit this to the President and Director who will discuss this with the member concerned and determine what further action is necessary in terms of this policy.

An item will be placed on the agenda at the start of every meeting of the Ex Co and Bureau requiring members to declare any conflicts of interest for a specific agenda item and members will be reminded that, where such a conflict arises during the meeting they should declare it to those present, irrespective of whether it has not previously been recorded on the CIR.

The nature of any such conflict of interest and the action taken to minimise the impact it has on the Ex Co’s decision making and activities will be recorded in the meeting minutes and entered on the CIR by the Director. Where considered necessary by the person chairing the meeting, the Ex Co member concerned shall leave the room when the agenda item comes up for discussion and or decision.

Ex Co members who have declared a conflict of interest shall abstain from voting on any related matter or initiate or take part in any discussion on that topic (agenda item), either in the meeting or with other Ex Co members before or after the meeting, unless expressly invited to do so by unanimous agreement of all other members participating in the meeting.

If a person alleges that another person has a conflict of interest, whether existing or potential and the Ex Co cannot resolve this allegation to the satisfaction of both parties, the meeting will be adjourned to enable the President to confer with the Director and any Bureau Members present and determine how to proceed.

**Monitoring the Effectiveness of the Conflicts of Interest Policy and Procedure**

An annual report concerning the operation and effectiveness of this procedure will be compiled by the Director and presented to the Ex Co meeting in advance of the General Assembly.

Signed:

 Director President

Effective from: