

DYFED ARCHAEOLOGICAL TRUST

MEMBERS OF STAFF CONFLICT OF INTERESTS POLICY AND DECLARATION OF INTERESTS FORM



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DYFED ARCHAEOLOGICAL TRUST ('DAT')

STAFF MEMBERS CONFLICT OF INTERESTS POLICY AND DECLARATION OF INTERESTS FORM

Introduction

This policy describes the basic conflict of interests principles but, if in doubt, members of staff should declare their interest and seek specific advice from DAT's CEO or Trustees.

DAT encourages all its members of staff to engage in a wide variety of external activities, such as serving on committees, providing expert advice and collaborating with commercial and other organisations. These activities are in the public interest and are also of benefit to DAT. It is DAT's policy to encourage and foster external activities whilst ensuring that, when a conflict of interests arises, it is disclosed and properly managed.

Circumstances in which a conflict of interests may arise are listed below.

This policy should be read in conjunction with DAT's 'Heritage Management – Archaeological Contracting Avoiding Conflict of Interests Policy'.

Risks

A conflict of interests introduces risks to the member of staff, the employer and the client. In the case of a member of staff it could lead to dismissal and loss of professional standing. An employer could suffer direct loss and indirect loss (loss of reputation).

Damage to reputation can occur if there is an apparent or perceived conflict of interests.

Conflict of Interests

A conflict of interests may fall into the following areas (these are not exhaustive):

- A member of staff is involved with an organisation funding or in competition with DAT
- A member of staff owns assets or materials that it sells or rents (or intends to sell or rent) to DAT
- Recruitment of a partner or close relative of an existing member of staff as an employee of DAT

In addition, a conflict may arise indirectly because of the interests of **a connected party** (normally defined as a spouse or partner, children, parents or in-laws). If in doubt, a member of staff should always err on the side of caution and declare a relationship.

Register of Interests

DAT maintains a Register of Staff Interests. All members of staff must complete a Declaration of Interests form (see below). The information should be current and updated on an annual basis and as it changes. All members of staff shall review and update their Declaration of Interests form at the beginning of the financial year. The Register should record all relevant interests. This would include involvement with potentially competing organisations and suppliers or contractors to DAT.

The Register will be kept at DAT's registered address and will be open to scrutiny by Trustees and senior members of staff.

Dealing with a Conflict of Interests

It is vital for the successful functioning of DAT that members of staff should be involved with other organisations. It is, however, vital that everyone understands how DAT will deal with any conflict of interests arising.

Where a conflict of interests arises, Trustees or senior members of staff will decide whether the conflict is:

- Category (a) - trivial, but do not create a real danger of a conflict of interests
- Category (b) - do not create a real danger of a conflict of interests but might reasonably cause others to think it could influence a decision
- Category (c) - create a real danger of a conflict of interests

Generally, the Trustees or senior members of staff will deal with conflicts as follows:

- Category (a) - no action
- Category (b) - it shall be at the discretion of the Trustees or senior members of staff whether the member of staff can participate in any decision making process
- Category (c) - the member of staff must not be involved in any decision making process, and/or may be asked to sever relations with an external organisation

**STAFF MEMBERS CONFLICT OF INTERESTS
DECLARATION OF INTERESTS FORM (REGISTER OF INTERESTS)**

I, _____ have set out my relevant interests in accordance with DAT's Members of Staff Conflict of Interests Policy.

Signed:

Date:

Category	Details of my interests	Details of the interests of my partner, close relation or associate
Relevant appointments, trusteeship, directorship, committee member etc		
Membership of relevant special interest groups etc		

<p>Investments/involvement in companies/businesses that may constitute a conflict of interests</p>		
<p>Anything else that could be perceived to be a conflict of interest</p>		