

## **Dóchas conflict of interest policy**

This policy applies to Directors of Dóchas (Members of the Dóchas Board).

### **Why we have a policy**

Trustees and staff have a legal obligation to act in the best interests of the organisation, and in accordance with Dóchas' governing documents. Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the organisation.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

### **The declaration of interests**

Accordingly, we ask Directors to declare their interests, and any gifts or hospitality received in connection with their role in Dóchas. A declaration of interests form is provided for this purpose, listing the types of interest you should declare. To be effective, the declaration of interests needs to be updated at least annually, and also when any changes occur.

Interests will be recorded on Dóchas' register of interests, which will be maintained by the company secretary.

### **Data Protection**

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act. Data will be processed only to ensure that Board members act in the best interests of the organisation and the wider sector. The information provided will not be used for any other purpose.

Interested Board members may not vote on matters affecting their own interests. All decisions under a conflict of interest will be recorded by the company secretary and reported in the minutes of the meeting.

## Dóchas declaration of interests form

I .....

as Director / Board member of Dóchas, The Irish Association of Non-Governmental Development Organisations, have set out below my interests in accordance with the organisation's conflicts of interest policy.

Category	Details of interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc.	
Membership of any professional bodies, special interest groups or mutual support organisations.	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests.	
Gifts or hospitality offered by external bodies in the last twelve months.	
Any other conflicts that are not covered by the above.	

To the best of my knowledge, the above information is complete and correct.

I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Signed:

Position:

Date: