



# Conflict of Interest Policy

Version 2018/1

Revision Date: 2018/03/20

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## **Preamble**

The purpose of a Conflict of Interest Policy is to prevent the institutional or personal interests of Decision Making Body members from interfering with the performance of their duties and to see that there is no personal, professional, or political gain at the expense of the SCOUTS South Africa. 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 Decision Making Body member who is presently serving this organisation or who may become associated with it.

## **Revision Approval**

This revision of the Conflict of Interest Policy was approved for publication at the SCOUTS South Africa Board Meeting held on 20 March 2018 by the members comprising:  
Prof Brian Figaji; Mr Michael Gee; Dr Trueman Goba; Dr Brendon Hausberger; Mr Alec Hogg and Mr Gary Pienaar.

## **1. About Conflict of Interest**

The Leadership of SCOUTS South Africa has a responsibility to act in the best interests of SSA as a whole above all other roles and responsibilities carried on by these members when making decisions. If a decision is to be made where the member has a personal or other interest, this is regarded as a "conflict of interest" and the member will not be able to comply with his or her responsibilities unless certain steps are followed.

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

- That the member could benefit financially or otherwise from that decision, either directly or indirectly;  
or
- the member's duty to SSA competes with a duty or loyalty through another appointment that the member has to another company, 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 member has done something wrong or that he or she must always stand down from involvement in that decision. However, any member needs to act with prudence to prevent conflicts of interest from interfering with the member's ability to make a decision only in the best interests of SSA.

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

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

### **Step 1: Identifying a Conflict of Interest**

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 members of their duties, the Decision Making Bodies of SSA, such as the Board, Exco, National Working Teams, Regional Teams, and Group Committees, or any other individual or collective who while make decisions with financial or personal ramifications, have a standard agenda item at the beginning of each meeting to allow members to declare any actual or potential conflict of interest in terms of the items on the agenda.

The Secretary of the relevant Decision Making Body keeps a register of declared interests, which is open to inspection. This is updated if members' circumstances change and when new members are appointed to that body.

It is the personal responsibility of each 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 that Decision Making Body so that it may be dealt with.

### **Step 2: Dealing with a Conflict of Interest**

Once a conflict of interest is identified, the Decision Making Body concerned must prevent it 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 conflicted issue.

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

### **Step 3: Recording a Conflict of Interest**

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

- what was the conflict of interest;
- which 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 member and other members made the decision in accordance with the SSA Constitution.

## **2. Conflict of Interest Form**

I have read, understood and agree to abide by the SSA 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 another Scouting position of leadership or authority at the national, local levels in SCOUTS South Africa.

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

2. Yes / No. I hold a position of leadership or authority at the Africa Regional Scout level. If yes, please provide details of your position and responsibilities:

3. Yes / No. I hold a position of leadership or authority at the World Scout level. If yes, please provide details of your position and responsibilities:

4. 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.

5. Yes / No. I, or a member of my family, have other appointments or responsibilities, which may affect my ability to fulfil the roles and obligations as a member. If yes, please provide details of the appointments or responsibilities held by you.

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Full Name

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Date

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Signature

### **3. Conflict of Interest - Register of declared interests**

#### **Conflict of Interest - Register of declared interests**

**(Date)**

| Member Name | Conflict of Interest |            |            |            |            |
|-------------|----------------------|------------|------------|------------|------------|
|             | Question 1           | Question 2 | Question 3 | Question 4 | Question 5 |
| 1           |                      |            |            |            |            |
| 2           |                      |            |            |            |            |
| 3           |                      |            |            |            |            |
| ...         |                      |            |            |            |            |

## **Amendment Submission Contact Details**

While every attempt is made to ensure that the contents of this policy are correct and consistent at the time of publication, the changing nature of SCOUTS South Africa and the communities that we serve is acknowledged, and as living documents this Policy should and will require correction and amendment from time to time.

Any proposals for amendment of the contents of this policy should be submitted in line with the process described in the standing Organisation Rules in effect at the time of submission of the proposed amendment.

The proposed amendments for this document should be submitted to:

SCOUTS South Africa  
National Office  
PO Box 2434  
Clareinch  
7740  
[info@scouts.org.za](mailto:info@scouts.org.za)