



## **UK Gasket & Sealing Association: Conflicts of Interest Policy**

### **Introduction**

A conflict of interest is a situation in which an individual's ability to exercise judgment or act in one role is, could be, or is seen to be impaired or influenced by their involvement in another role or relationship.

### **Our Policy**

The association is governed by an executive committee which constitutes not more than 10 member representatives, voted onto the committee by members at the Annual General Meeting (AGM), or co-opted onto the committee outside of an AGM to fill a vacancy.

This policy applies to all people working for the association or working on the association's behalf in any capacity including employees, officers, contractors, external consultants, third-party representatives and business partners, or sponsors.

All officers and the secretariat of the association shall disclose all real or perceived conflicts of interest that they discover or have been brought to their attention in connection with the association's activities in a timely and effective manner. At a formal meeting of the executive committee or during email communications regarding a discussion or decision, officers should declare that they have an interest in the matter before the matter is discussed.

Judgements about the seriousness of any conflict of interest will inform the suitable mitigation. Options include:

- No action
- Asking affected parties if they agree to the person's involvement
- Seeking a formal exemption to allow the participation
- Imposing additional oversight or review over the person
- Withdrawing from discussion or voting on a particular item of business at a meeting or limiting influence or decision making
- Exclusion from a committee or working group dealing with the issue
- Refrain from having further dealings with a person
- Resignation or dismissal from a position on the committee

A written record about any conflict of interest and decision will be maintained by the Secretariat. If deemed necessary, an announcement to members about the conflict of interest and how it has been dealt with will be undertaken.

Dated: 15 August 2023

Reviewed: 5 August 2024