# Conflict of Interest Guidance Notes

## Introduction:

This document seeks to ensure that in decision-making within the New Zealand Institute of Safety Management (NZISM), conflicts of interests for members in voluntary positions for NZISM between personal/professional interests, duties of trust or obligations of good faith and pecuniary and non-pecuniary interests are:

1. Identified
2. Recorded and
3. Appropriately managed

## Conflict:

A conflict of interest can occur when the activities of a volunteer member outside their association with NZISM leads or could lead to material benefit for the member concerned, either directly or indirectly. This can also occur when the volunteer member has competing internal interests due to them holding different roles with NZISM.

Any reference to a conflict of interest is a reference to a ***real***, ***perceived,*** or ***potential*** conflict.

## Determining a conflict of interest:

**Pecuniary (Financial) Interest**

A volunteer member has a direct pecuniary interest in a discussion from which a volunteer member would receive income should they provide those services. They have an indirect pecuniary interest if their partner, close relative, or friends would receive income or other benefits from the services.

## Involvement in a company

A volunteer member has an interest which must be declared if they are employed by a company or are a director or owner or controller of a company, or have shares in a company, or their family trust, partner, or close relative or friend has shares in a company which is seeking to do business with NZISM.

## Non-pecuniary interest

A volunteer member has a non-pecuniary interest if they have publicly stated, or are well known as having, a view on a particular issue and where participation in a decision touching or concerning that view, might suggest the member’s mind is made up (bias). Also included would be cases where a member showed an unwillingness to fairly consider the view of others or was not prepared to be persuaded by evidence or argument or took a fixed view where that view precluded a balanced consideration.

## Third party interests

A conflict of interest will arise when a volunteer member is associated with a party which takes actions that affect NZISM through the various agreements NZISM has with third parties. It is crucial that a volunteer member with such an interest in a matter is not perceived to be representing the interests of NZISM. Volunteer members should not take any actions which might be perceived as promoting the interests of the third party.

# Conflict of Interest Disclosure Form

This form asks you to declare whether, as a volunteer member of NZISM, you have any conflicts of interests and, if so, what they are.

Any personal information you provide will be handled safely and securely and in accordance with obligations under the New Zealand Privacy Act 2020. We will not use your personal information other than for the purpose for which you have provided the information, which is to manage conflicts of interest.

## Please return the completed and signed form to cpd@nzism.org

|  |  |
| --- | --- |
| Date: |  |
| Name: |  |
| Position: |  |

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

 I have no conflict of interest to report.

 I have the following conflict(s) of interest to report

1.

2.

3.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature:

Date: