

Policy	Code of conduct (conflict of interest extraction)
Policy Owner	Company Secretary
Authorised by	Board
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B: CONFLICTS OF INTERESTS

Main principle

You must take all reasonable steps to ensure that no undeclared conflict arises, or could reasonably be perceived to arise, between your duties and your personal interests, financial or otherwise.

Provisions

- B1 You must comply with THA's policies and procedures for declaring, recording and handling conflicts of interest. Amongst other things, these require you to declare any private interests which may, or may be perceived to, conflict with the duties of your role.
- B2 You must ensure that your entry in THA's register of interests is complete, accurate and up-to-date.
- B3 You must comply with THA's policies and procedures relating to the application for employment or housing from members of staff, board and committee members, involved residents or others to whom they are related or closely connected. (The association's policies and procedures are designed to ensure, and to demonstrate, that no preferential consideration is given to any such application).
- B4 You must not be involved in the appointment of staff where you are related, or are closely connected, to an applicant. You must declare any such relationship to the appropriate person. You must not be involved in decisions relating to discipline, promotion, pay or benefits for any member of staff to whom you are related or closely connected.
- B5 You must not be involved in the appointment of a contractor or supplier where you are related, or closely connected, to an organisation or individual applying or tendering for a contract. You must declare any such relationship to the appropriate person. You must not be involved in establishing the terms of a contract, or its ongoing monitoring and management, where you are related, or closely connected, to the contractor or supplier.
- B6 Except where specifically permitted, you must normally avoid using THA's contractors and suppliers for private purposes. Where this is unavoidable, you must not receive a favourable service as a result of your connection with THA. Prior approval must be sought before using the supplier or contractor and a written declaration made confirming that no financial or other advantage has been secured as a result of the relationship with THA.
- B7 You must not use, or attempt to use, your position to promote your personal interests or those of any connected person, business or other organisation.