

Chartered Institute for Archaeologists (CIfA)

Conflict of interest policy

Purpose

Members of the Board of Directors and Advisory Council of CIfA have an obligation to act in the best interests of CIfA in accordance with its governing documents, and to avoid situations where there may be a potential conflict of interest. This policy therefore applies to all members of the Board of Directors and Advisory Council.

Conflicts of interests may arise where an individual's personal or family interests, commercial activities, employment, affiliation and/or loyalties, conflict with those of CIfA. Such conflicts may create problems because they can

- inhibit free discussion
- result in decisions or actions that are not in the interests of CIfA
- give the impression that CIfA and/or its elected representatives has acted inappropriately
- make it difficult to reach a disinterested view

The aim of this policy is to protect both the organisation and the individuals involved from any accusations that there has been a conflict of interest.

Declaration of interests

It is CIfA's policy that members of the Board of Directors and Advisory Council are asked to declare their interests, or the interests of an employer, associate, family member or close personal contact. A declaration of interests' form is provided to record any potential conflicts of interest. These should include perceived as well as actual conflicts of interest.

To be effective and up to date, a declaration form should be completed annually, and also updated if and when any changes occur. It is the responsibility of members to ensure that their declaration is kept up to date.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that members of the Board of Directors and Advisory Council act in the best interests of CIfA. The information provided by individuals may be published and will be made available for inspection upon request.

**Chartered Institute for Archaeologists (CIfA)
Declaration of interest form**

In accordance with CIfA's conflict of interest policy please declare any actual or perceived conflicts of interest you are aware of. In all cases please give details of the interest and whether it applies to yourself or a member of your immediate family, connected persons or some other close personal connection.

1. Current employment and any previous employment in which you continue to have a financial interest

2. Remunerated and unremunerated appointments eg contracts, trusteeships, directorships, or committee membership, paid or unpaid, held in other organisations, charities or voluntary bodies

3. Memberships of professional bodies, interest groups, mutual support organisations, trade unions, or other organisations

4. Any contractual relationship with CIfA

5. Any other conflicts not covered by the above

I confirm that 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.

| | |
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| Signed | |
| Name | |
| Date | |

The information provided on this form can be updated during the course of a meeting as set out in the relevant duties and responsibilities document.