



CONFLICT OF INTEREST POLICY

Introduction

The relationship of National Hypnotherapy Society (HS) and those acting on its behalf is based on mutual trust. This policy sets out what actions should be taken in the event of a conflict of interest.

This policy applies to all prospective and current employees of HS, board members, lay members, volunteers, contractors and any other persons acting on behalf of HS.

Definition

A conflict of interest occurs when a person acting on behalf of HS has personal, financial or other interests that contradict the interests of HS. A conflict of interest may have implications on the person's judgement which may lead them to actions, activities or relationships that undermine HS and may place it at a disadvantage.

A perceived conflict of interest is when it might appear to others that a person acting on behalf of HS has personal, financial or other interests that contradict the interests of HS.

Examples of Conflicts of Interest

Conflicts of interest between HS and persons acting on its behalf can arise in a variety of circumstances.

Example of conflicts of interest may include, but are not limited to, where persons acting on behalf of HS:



- have a family member who uses the service
- use their position within HS to their personal advantage
- engage in activities that bring direct or indirect profit to a competitor of HS
- own shares of a competitor's stock
- use connections obtained through HS for their own private purposes
- use HS equipment or means to support an external business
- act in ways that may compromise HS's legality (e.g. taking bribes or bribing representatives of legal authorities)

Responsibilities

Persons acting on behalf of HS should refrain from allowing their actual or perceived personal, financial or other interests and activities from coming into opposition with the interests and integrity of HS.

The possibility that an actual or perceived conflict of interest may occur can be addressed and resolved before any actual damage is done. Therefore, when a person acting on behalf of HS understands or suspects that a conflict of interest exists or may be perceived to exist, they, as a matter of urgency, should bring this matter to the attention of their line manager so corrective actions may be taken.

Line managers must also keep an eye on potential or perceived conflict of interests of their subordinates.

The responsibility for resolving any conflict of interest lies with the line manager, involving senior management where necessary.

Resolution

HS will attempt to resolve any conflicts of interest as fairly and as reasonably as possible.

If no resolution can be found, the final action to be taken will rest with senior management. If a conflict of interest or perceived conflict of interest is deliberately concealed by a person acting on behalf of HS or if no solution to one can be found, HS may invoke disciplinary action, where applicable, that could lead to the person's dismissal.