

As a professional association and charity BAPM has a responsibility to its members and the public to act with independence at all times. The purposes of this policy is to protect the integrity of the BAPM's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the reputation of staff, committee members and volunteers.

Throughout this policy the word 'member' is used as shorthand for anyone undertaking work on behalf of BAPM as staff or a volunteer.

What is a conflict of interest?

There are 2 common types of conflict of interest: financial conflicts and loyalty conflicts.

1. Financial conflicts

These conflicts happen when a member, or person or organisation connected to them, could get money or something else of value from a member's decision.

For example:

- A member takes part in a discussion about BAPM buying goods or using a service from a business owned by the member, or someone close to them.
- A member accepts a presenting slot at a conference without declaring that they have a business interest in the topic.

2. Loyalty conflicts

These conflicts are not about money or other benefits. They happen when, for other reasons, a member might not be able to make decisions that are best for BAPM.

For example:

- A member serves on additional committees that may have conflicting interests with BAPM.

Distribution of Policy

All BAPM staff members and volunteers undertaking work on behalf of BAPM should be sent a copy of this policy and made aware of their responsibilities.

Responsibilities

BAPM office staff

- BAPM Office staff should email this policy as follows:
 - ❖ to any new members of the Executive Committee
 - ❖ to any new members of BAPM working groups
 - ❖ to any members or non-members due to undertake work on behalf of BAPM.
- BAPM Office staff should ensure that the latest version of the policy should be publicly available on the BAPM website.
- BAPM Office staff should immediately notify BAPM Officers of any conflicts of interest noticed by them or brought to their attention by other members.

Meeting chairs

- Meeting chairs should ensure that suitable actions are undertaken if needed if any conflicts of interest are raised such as:
 - ❖ Asking the affected member to leave for some or all of the meeting.
 - ❖ Asking the affected member not to vote on a relevant issue
 - ❖ Ensuring that the possible conflict is recorded in the minutes
 - ❖ Ensuring that the possible conflict of interest is passed on to the BAPM Executive Committee or BAPM Office staff.

Executive Committee Members

- Executive Committee members are asked to discuss any conflicts of interest and ensure that the conflict will not prevent any decisions being made in the best interests of BAPM.
- If there are concerns that a conflict raised may affect the impartiality or integrity of the work being done then the Executive Committee should ensure that suitable actions are taken such as:
 - ❖ Asking the affected member to step down from the relevant working group.
 - ❖ Rescinding an invitation to speak at a BAPM event.

Individuals

- Anyone undertaking work on behalf of BAPM has a responsibility to declare any potential conflicts of interest for themselves or others to the relevant meeting chair, BAPM Office staff or Officers. Discussions will remain confidential.

Latest update: February 2024

Next review due: February 2025