

## Conflict of Interest Policy Document

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The Irish Museums Association's conflict of interest policy emphasises (a) disclosure rather than prohibition of conflicts of interest, and (b) case-by-case resolutions rather than categorical conclusions. This approach combines ethical safeguards with operational flexibility, but its success depends on conscientious self-policing.

This policy covers all members of the board of directors, committees or working group members, volunteers and staff.

You have a conflict of interest when the IMA considers a transaction with a current or prospective supplier or grantee, that, at any time during the past three years, has had a close association with (a) you; (b) a member of your family or household; or (c) an intimate friend.

You have a "close association" with a grantee or supplier if you:

- (i) owe a fiduciary duty to the organisation or one of its affiliates, for example, as a director, trustee, officer, volunteer, or employee;
- (ii) serve as a member of an advisory board or committee of the organisation or one of its affiliates unless required to do so by your IMA duties;
- (iii) hold a significant financial interest in the organisation or one of its affiliates, for example, as a shareholder, vendor, pensioner or other creditor; or
- (iv) receive a significant personal benefit from the organisation or one of its affiliates. A financial interest or personal benefit is significant only if it could appear to have influenced your decisions on behalf of the IMA.

This policy cannot describe all conflicts of interest, and its application may be uncertain at times. Accordingly, you will need to exercise sound judgement to make sure that you avoid any appearance of impropriety. If you have any questions about this policy, err on the side of caution and seek advice before taking action.

If you think you have a conflict of interest that you have not disclosed already, promptly describe the facts and circumstances to the chair of the board of directors or company secretary. If they believe there is a conflict that warrants further discussion, the information will be shared and discussed amongst the board of directors.

If you disclose a conflict, you should excuse yourself from staff, board and other meetings during consideration of the transaction. You should avoid discussing the transaction with any colleagues, except the chair, vice-chair and/or company secretary, and then only if you have information relevant to the transaction.

If a board member or staff member has a known conflict with a prospective supplier or associate, the IMA will enter into the transaction only if it receives the approval of the full board of directors.