

VOLUNTEER INDUCTION PROGRAMME

CONFLICT OF INTEREST

2026/2027

POLICIES & PROCEDURES - CONFLICT OF INTEREST

Purpose

The Claddagh Association Inc (the Association) is aware that a conflict of interest or dualities of interest, both real and apparent may arise while conducting its affairs. The Association is committed to transparency in its operations and managing any conflict of interest is paramount to the success of achieving both this and the overall objectives of the Association.

Conflicts may occur due to persons associated with the Association, due to their involvement in the community, having multiple interests, affiliations and positions of responsibility which give rise to having loyalties to two or more organisations. However, the long-term best interests of the Association do not necessarily require the termination of all associations with those who may have real or apparent conflicts as not all conflicts will be to the detriment for the association, it's members, committee, employees and volunteers.

This policy is intended to set out the general principles of the Association to manage all potential and real conflicts of interest.

Scope

This policy applies to committee members, employees, volunteers and contractors and their family, friends or business associates that may personally profit directly or indirectly from any conflict of interest or; give rise to any sanction or penalty by government authority.

Policy

Committee Members, Employees, Volunteers and Contractors are required to disclose to the Committee the nature of any actual or potential conflicts of interest between their role within the Association and any personal, business or community roles held by themselves or members of their family, friends or business associates.

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Procedure

The following guidelines direct all actions and decisions regarding potential and actual conflict of interest in all activities sponsored or supported by the Association.

- Employees, volunteers and contractors must notify the Chairperson as soon as they become aware of a potential or actual conflict of interest.
- The agenda for the monthly Committee Meeting will have a standing item for declarations of conflicts of interest.
- Committee members will declare any actual or potential conflicts of interest at the commencement of the meeting or at the time the issue arises in during the meeting.
- The Chairperson will declare any actual or potential conflicts of interest that they been made aware of from employees, volunteers or contractors, at the commencement of the meeting or at the time the issue arises during the meeting.
- Declarations of actual and potential conflict of interest will be recorded in the minutes of the meeting.
- The Committee member will withdraw from participation in any way in decisions where they have an interest and will have no voting rights in relation to the matter.
- The Committee member will refrain from discussing the matter with any individual Committee members before or after the meeting.

Breach

Should a conflict of interest be discovered that has not been disclosed to the Committee, the Committee may:

- require full disclosure of the nature of the conflict of interest; or
- by special resolution, remove said member from the Committee or Volunteer list; or
- in the instance of employees and contractors, proceed with the disciplinary process.

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Confidentiality

During your volunteer work you may have access to information that is confidential in relation to the Association and or its clients. Confidential information may not be disclosed other than to the coordinator or relevant Committee Members except in the following circumstances:

- When there is a risk the client will harm themselves. Call emergency services.
- When there is a risk the client may harm others. Call emergency services.
- When the Irish Embassy needs to be notified of the death or serious incident involving a member of Irish decent.

If it is deemed necessary to break confidentiality, the client should be told along with the reason why, so long as this disclosure does not compromise the safety of the client, volunteer or members of the community.