

Hong Kong Adventure Corps

Guidelines on Conflict of Interest

1. These policy guidelines apply to all members of Corps (including Director, Committee, Sub-Committee, Instructor, Volunteer and Staff, whether or not with remuneration). If in doubt, we should seek advice from the Chairman or the Commandant to decide whether or not it needs to be declared.
2. Potential Conflict of Interest Situations
 - (a) Pecuniary interests in a matter under consideration by the council committee / sub-committee, section panels, paid staff or similar group, held either by the member or by any of his / her close relative. Members are themselves the best judge of who is a “close relative”.
 - (b) A directorship, partnership, advisory or client relationship, employment or other significant connection with a company, firm, club, association, union or other organization which is connected with, or the subject of, a matter under consideration by the committee or any similar group.
 - (c) Some friendships which might be so close as to warrant declaration in order to avoid situations where an objective observers might believe a member’s advice to have been influenced by the closeness of the association.
 - (d) A member who, as a barrister, solicitor, accountant or other professional advisor, has personally or a member of a company, advised or represented or had frequent dealings with any person or body connected with a matter under consideration by the committee or any similar group.
 - (e) Any interest likely to lead an objective observer to believe that the member’s advice might have been motivated by personal interest rather than a duty to give impartial advice.
3. Declaration of Interest at Meetings
 - (a) If a member or a staff (full time or part time) has any direct personal or pecuniary interest in any matter under consideration by the committee, he / she must, as

soon as practicable after he / she has become aware of it, disclose to the Chairman (or the committee) or the Commandant prior to the discussion of the item.

- (b) The Chairman (or committee) or the Commandant should decide whether the member or employee disclosing an interest may speak or vote on the matter, may remain in the meeting as an observer, or should withdraw from the meeting.
- (c) If the Chairman declares an interest in a matter under consideration, the chairmanship may be temporarily taken over by a Vice-Chairman. Simultaneously, if the Commandant declares an interest under the same situation, the chairmanship may be temporarily taken over by the Deputy Commandant.
- (d) When a known direct pecuniary interest exists, the secretary may withhold circulation of relevant papers to the members concerned. Where a member is in receipt of a paper for discussion which he knows presents a direct conflict of interest, he / she should immediately inform the secretary and return the paper.
- (e) All cases of declaration of interests should be recorded in the minutes of the meeting.

CHQ

12 December 2002