

IAC CONFLICT OF INTEREST AND LOYALTY POLICY

Scope

- This policy supports the Code of Conduct for Council Members and applies to its members and to the members of any subgroups of Council, which may include non-Council members.

Definitions

- A conflict of interest is defined here as conflict that arises when private interests and those of any other organisation or association compete with a Council or subgroup member's duty to act in the best interests of the IAC.
- A conflict of loyalty arises where a charity trustee's loyalty to another individual organisation may (or may be perceived to) exert an influence on the Charity trustee such as to prevent them from making a decision other than in the best interests of IAC. Conflicts of loyalty may be sufficiently serious to amount to conflicts of interest.
- The Executive Council will carry credentials as experts in counselling ethics and will make decisions based on facts discovered in review of the conflict of interest or loyalty.
- The IAC Executive Council will determine possible resolutions, including but not limited to: Recommended actions, Recusal from discussions, decisions, representations, or possible situations that pose an ethical challenge, or Removal/ Resignation from the Executive Council

Process

Declared Conflicts

- Before any Council member applies to hold office in the Executive Council, subgroup, or leadership role, they must declare any potential conflict of interest or loyalty that may exist. Such disclosures may include:
 - Being a member of other counselling organisations (national and international)
 - Institutional contact/arrangements (including payment or not) e.g. teaching at a fellow EC members University
 - Employment relationships / Power dynamics -- if working at same the institutions as other EC members
 - Business relationships with other EC members outside of IAC work
 - Familial relationships with EC or other committee members
 - Holding any position or appointment (e.g. employment, consulting or voluntary), or any business or professional relationships (whether commercial or non-financial) with other bodies related to counselling
 - If they receive any financial support or remuneration from a commercial entity or other organization with an interest related to the subject of IAC work -- including research support, grants, collaborations, sponsorship,

- other funding
- Receiving support, including honoraria, for being on a speakers' panels, giving speeches or training for a commercial entity or other organization with an interest related to the subject of IAC work
- Have investments in any commercial entity with an interest related to the subject of IAC work
- As part of a regulatory, legislative or judicial process, are providing any expert opinion or testimony, related to the subject of IAC work
- Involvement in any senior editorial role or assignment, or any official function in a government agency or international organization
- EC members will be asked to fill in a COI form before joining any committee—declaring any interests they have. Factors about completing the COI include:
 - Signing a COI form will be required annually; this will be necessary to check details they identified when joining and add any new ones
 - Declaring a COI is a normal aspect of ethical governance, and does not mean that a major conflict is present or that you will be unable to perform your designated function/role
 - Declaring a COI will not necessarily represent a disadvantage to IAC; in many circumstances it can be advantageous but may need managing
 - Addressing COI will be a normalized experience in association procedures; members may be asked at the beginning of every meeting if they have any COI related to agenda items so it may be addressed accordingly
- Each member must also declare to the Council or subgroup if they believe they have a conflict of interest or loyalty on a matter to be decided on at any particular meeting. This could involve recusing yourself either from a vote or from the overall discussion, depending on the nature of the content.
- Any member present who believes there is a potential conflict of interest or loyalty that has not been declared should raise this for discussion.
- If the Council or subgroup decides that there is no conflict of interest or loyalty, the meeting proceeds as normal, and this decision should be documented in the notes.
- If the Council or subgroup decides that there is a conflict of interest or loyalty, a decision should be made immediately to either 1) proceed with the discussion without input from the member, 2) to have the member leave the discussion, or 3) proceed as normal.

Reported Conflicts

- Reports of unprofessional behavior that are not representative of the values of the Executive Council or IAC must be raised to the Executive Council for review and consideration.
- Any breaches of this conflict of interest policy would require review by the IAC Executive Council to determine possible resolution to the Executive Council with how to rectify the situation.
- The member will be informed of any decision that was reached.

Review

- All Council members are expected to act in good faith and declare any new conflicts of interest and loyalty that arise
- Practicing standards that address COI will be a normalized part of governance procedures to enhance the transparency and solidarity of IAC
- Any information that is willfully withheld from EC will be considered a breach of these terms.
- This policy will be reviewed in three years or sooner if circumstances require it.

I willingly recognize any process of the IAC Executive Council for making determinations about conflicts of interest or loyalty. My signature below verifies I have read and agree to all terms of the conflict of interest policy indicated therein.

Signed:

Date:

Approved by IAC Executive Council, October 2021