



### ASO Conflict of Interest Policy

Conflicts of interest may arise where an individual’s personal (or family) interests and / or loyalties conflict with those of ASO. Such conflicts may create problems such as:

- Inhibits free discussion
- Results in decisions or actions taken that are not in the best interests of ASO
- Risks causing the impression that ASO has acted improperly.

The purpose of this policy is to protect the integrity of the ASO decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of those working within the organisation.

The following provisions for the declaration of interests and withdrawal from meetings are intended to prevent trustees and committee members from being influenced, or appearing to be influenced, by their private interests in the exercise of their collective public duties.

All personal or business interest which may or, may be *perceived* by a reasonable member of the public to influence their decision should be declared. Such interests will include, but not be limited to, involvement in the food, pharmaceutical and related industries.

On appointment, Trustees are required to complete a Register of Members’ Interests. There is no lower threshold for declaration of personal and non-personal interests, including shareholdings. All current interests should be declared in each of the categories set out below. Members should inform the Secretariat as soon as is practicable of any changes in their interests and, in any event, at the start of Trustee Meetings. Members will be required to complete a form declaring their personal and non-personal interests once a year. This register is maintained by the ASO Secretariat.

<b>Personal Interests</b>	<b>Non-personal interests</b>
Consultancies and/or direct employment	Fellowships
Fee-paid work	Indirect support
Shareholdings	Trusteeships
Clubs and other organisations	Other public appointments
Other personal interests	Other non-personal interests

The register of interests will:

- (a) be available to members on request at the AGM.
- (b) be available on request by members or other interested parties within 30 days.

Trustees must declare their relevant interests in issues to be discussed at formal meetings of the Committee. The interest should preferably be declared in advance of the meeting, and again prior to discussion of the relevant agenda item at the meeting. After members have fully explained the nature of their interests, the Chair (or Deputy Chair in the case of a declaration by the Chair) will decide whether and to what extent the



trustee should participate in the discussion and determination of the issue. If it is decided that the Trustee should leave the meeting, the Chair (or Deputy Chair in the case of a declaration by the Chair) may first allow them to make a statement on the item under discussion. Where the Chair has a relevant interest and leaves the meeting, the Deputy Chair will chair the discussion of the relevant agenda item. Any such disclosure and the subsequent actions taken will be noted in the minutes.

An annual review of the list of conflicts of interest will be undertaken as part of the organisation's risk management policy.

This policy is meant to supplement good judgment, and all members, co-opted officers and contracted staff should respect its spirit as well as its wording.

**Date Approved by Trustees: 8<sup>th</sup> September 2022**

**Date of Next Review: 8<sup>th</sup> September 2025**