



Conflict of Interest Policy

1. Introduction

The Institute of Industrial Engineers & Safety Management Systems (IIESMS) is committed to maintaining the highest standards of integrity and transparency. This Conflict of Interest Policy is designed to help identify, disclose, and manage conflicts of interest to protect the integrity of IIESMS's decisions and activities.

2. Policy Statement

IIESMS aims to:

- Ensure that all decisions and actions are made in the organisation's and its stakeholders' best interest.
- Prevent conflicts of interest from influencing professional judgment and actions.
- Maintain transparency and trust in all dealings.

3. Scope

This policy applies to all employees, members, contractors, volunteers, and other stakeholders of IIESMS.

4. Definition of Conflict of Interest

A conflict of interest arises when an individual's personal, financial, or other interests conflict with their duty to act in the best interests of IIESMS. This includes situations where:

- Personal or financial interests could improperly influence professional decisions.
- Relationships or affiliations could compromise the objectivity of decision-making.

5. Responsibilities

5.1 Management

- Provide leadership in promoting a culture of transparency and integrity.
- Ensure that adequate measures are in place to identify, disclose, and manage conflicts of interest.



5.2 Employees and Members

- Disclose any potential or actual conflicts of interest promptly.
- Refrain from participating in decisions or activities where a conflict of interest exists.
- Comply with this policy and related procedures.

6. Identifying Conflicts of Interest

- Regularly review personal, financial, and professional interests that could conflict with IIESMS's interests.
- Consider relationships, affiliations, and external activities that could influence decision-making.

7. Disclosing Conflicts of Interest

- Disclose any potential or actual conflicts of interest to the designated officer (e.g., Compliance Officer or President).
- Provide full details of the nature and extent of the conflict.
- Update disclosures promptly if circumstances change.

8. Managing Conflicts of Interest

8.1 Evaluation

- The designated officer will evaluate disclosed conflicts to determine their significance and potential impact on IIESMS's activities.
- Minor conflicts may require no further action, while significant conflicts will require a management plan.

8.2 Management Plan

- Develop a plan to manage significant conflicts of interest, which may include:
 - Recusal from decision-making processes.
 - Restriction of access to certain information.
 - Reassignment of duties or responsibilities.
- Ensure that the management plan is documented and monitored for compliance.



9. Record Keeping

- Maintain a register of disclosed conflicts of interest and management plans.
- Ensure that records are kept confidential and are accessible only to authorised personnel.

10. Training and Awareness

- Provide training on the Conflict of Interest Policy to all employees and members.
- Ensure that all individuals understand their responsibilities and the importance of disclosing and managing conflicts of interest.

11. Monitoring and Review

- Regularly monitor compliance with the Conflict of Interest Policy and management plans.
- Review and update the policy as necessary to ensure its effectiveness.

12. Consequences of Non-Compliance

- Failure to disclose or manage conflicts of interest may result in disciplinary action, up to and including termination of employment or membership.

13. Contact

For questions or concerns about this Conflict of Interest Policy, please contact the **Compliance Officer**.

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