

BHIVA Conflict of Interest Policy

Version control	Date and updates
Original	September 2019
Version 2	17 June 2020 (no changes)
Version 3	8 June 2021 (no changes)
Version 4	8 February 2022 (no changes)
Version 5	Updated to new charity registered address (August 2022) Content due for review April 2023

All trustees and committee members of BHIVA will strive to avoid any conflict of interest between the interests of BHIVA on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

Purpose

The purposes of this policy are to protect the integrity of BHIVA's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of BHIVA's trustees and its committee members.

Examples of conflicts of interest include:

1. A committee member who has shares in a business that may be affected by BHIVA's guidelines.
2. Any payment received over £10 from a pharmaceutical company producing drugs used for the treatment of people with HIV for consultancy work.
3. A committee member who is also on the committee of another organisation that is competing for the same funding.
4. A committee member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

Upon appointment each committee and sub-committee member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

During meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between BHIVA's best interests and the committee member's best interests or a conflict between the best interests of two organisations that the committee members is involved with.

After disclosure, committee member will be asked to leave the room for the discussion and will not be able to take part in the decision.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgement, and staff, volunteers and management committee members should respect its spirit as well as its wording.

Writing group guidelines

All members of the writing group will be required to declare their potential conflicts of interest in line with the Association's policy on conflict of interest prior to the first meeting of the guidelines writing group.

The Chair of the writing group must have no conflicts of interest. This process is repeated when the final version of the guideline is prepared for publication and this is included as an appendix at the end of each guideline and is published with the public consultation draft.

The conflicts of interest statements will be reviewed by the Chair and Vice-chair of the BHIVA Guidelines Subcommittee. If there are any concerns, these will be referred to the BHIVA External Scrutineers.

Individuals who have a potential conflict may be disqualified from voting on any decisions or contributing to relevant discussions. Significant conflict as judged by the scrutineers would disqualify the conflicted individual from membership of a writing group. None of the co-authors may have or will acquire any financial gain from developing the recommendations in their guideline.