

Chartered Institute for Archaeologists (CIfA) Conflict of interest policy – Group committees

Purpose

Group committee members have an obligation to act in the best interests of CIfA in accordance with its governing documents, specifically the Area and Special Interest Group (SIG) Regulations, and to avoid situations where there may be a potential conflict of interest. This policy therefore applies to all members of Area groups and SIGs.

Conflicts of interest may arise where an individual's personal or family interests, commercial activities, employment, affiliation and/or loyalties, conflict with those of CIfA. Such conflicts may create problems because they can

- inhibit free discussion
- result in decisions or actions that are not in the interests of CIfA
- give the impression that CIfA and/or its elected representatives have acted inappropriately
- make it difficult to reach a disinterested view

The aim of this policy is to protect both the organisation and the individuals involved from any accusations that there has been a conflict of interest.

Declaration of interests

Members of Group committees are asked to declare their interests, or the interests of an employer, associate, family member or close personal contact, where appropriate. You can do this at a committee meeting or disclose it to your Group Coordinator who can advise.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in GDPR (2018). Data will be processed only to ensure that members of the Group committees act in the best interests of CIfA.