

# POLICY ON CONFLICT OF INTEREST

FOR MSOSH MANAGEMENT COMMITTEE MEMBERS AND OFFICE BEARERS

**11 JULY 2020**

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# OVERVIEW

As a non-profit organization, we should be transparent in all our activities. It is the policy of MSOSH to conduct its activities according to the highest ethics, based upon international standards. All members and appointed Management Committee are expected to act with integrity based on our Code of Ethics when dealing with other interested parties or stakeholders such as non-members, government agencies , other agencies and the general public.

MSOSH will conduct its affairs decently and approach with the highest level of integrity and define conflicts of interest.

The Management Committee, have the responsibility to administer the affairs of the organization honestly and prudently, and to exercise their best care, skill and judgment for the sole benefit of MSOSH in their duties, and they shall use their positions within the organization or knowledge gained for the benefit of both MSOSH and the organization they work or own. The interests of MSOSH must have the priority, and all judgement must be basis of WIN-WIN situation on both parties, MSOSH and the organization on interest.

## PURPOSE

The purpose of this policy is to provide guidance in identifying and handling potential and actual conflicts of interest involving the MSHOH.

## SCOPE

This policy on conflict of interest applies to all Management Committee (MC) and Office Bearers (OB) of MSOSH.

**Exclusion** are made to the direct employee of MSOSH, Members or volunteers who can influence the actions of the organization or make commitments on their behalf which will be explain in another guideline.

# AREA IN WHICH CONFLICT MAY ARISE

The conflicts of interest may arise in any number of situations. Among them are in the context of ;

- a- Management Committee which have company with relevant business to Occupational Safety and Health (OSH) such as assessment , inspection , training, consultancy and auditing.
- b- Management committee which become Board of Director of their own company or other company that have same business or relation business with MSOSH.
- c- Management Committee which supplies their good and services to other organization but in needs of MSOSH on their services or goods.
- d- Management Committee which represent MSOSH but also represent their company / organization on technical committee or external activities
- e- Management Committee with Professional Qualification or Competency Qualification to deliver services or goods to MSOSH or their members with same interest and needs.
- f- Management Committee that use their position , connection or other capacity to involve MSOSH member or MSOSH but contribute towards the personal development and their profession such as mentoring , volunteer as observer or team members or crew and other term agreed by the members in personal capacity.
- g- Self-introduction or company profile of the Management Committee with MSOSH name and role to be connected / link for the purpose of Credibility enhancement or networking.

# STATEMENT OF POLICY

Conflicts or potential conflicts may be direct or indirect. Indirect conflicts may arise therefore any of the following shall be take into account on defining the conflict of interest and judgement on prioritization or balancing the interest:

1. The activities involve MC shall assess through risk method either the interest of MSOSH are higher or at par with personal interest
2. The contribution or involvement by the MC benefits the members on given them exposure on unique opportunity shall be notify to Integrity Committee and
3. The participation of members agreed by both party , the members and third party
4. The Management Committee (MC) and Office Bearer (OB) acknowledge or informed on the program or activities and approval given by Integrity Committee.
5. MC which have company or organization which lead to COI shall declare and make known to MC, OB and Integrity Committee.
6. MC members are allow to used MSOSH MC status in their company profile and business card to add benefits on both party ,

## DISCLOSURE

Upon commencement of employment or appointment to the MC or OB of MSHOH is required to disclose fully any interests such as relationships or posts held that could potentially result in a conflict of interest by completing the Conflict of Interest Disclosure Form (Appendix 1).

Thereafter all MC and OB are required to redeclare annually.

# DISCIPLINARY CONSEQUENCES

In cases when a conflict of interest is deliberately concealed or when a solution cannot be found, disciplinary action may be invoked up to and including termination.

## OTHER SUPPORTING DOCUMENTS FOR THIS POLICY

1. Constitution of MSOSH
2. MSOSH Code of Ethics
3. MSOSH Occupational Safety and Health Policy
4. MSOSH & MSOSH Academy "Life Cycle" & Structure Term of Reference (ToR)
5. MSOSH Standard Operating Procedures (SOP)
6. Societies Act (Act 335) 1966
7. Jabatan Pendaftaran Pertubuhan Malaysia: Kod Tadbir Urus Baik Pertubuhan

APPENDIX 1

CONFLICT OF INTEREST DISCLOSURE FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: Management Committee / Office Bearer

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between MSOSH and your personal interests, financial or otherwise:

\_\_\_\_\_ I have no conflict of interest to report

\_\_\_\_\_ I have the following conflict of interest to report (please provide details and insert additional pages where necessary)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge (having made reasonable enquiries).

I have reviewed, and agree to abide by, the MSHOH Conflict of Interest Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_