



NLPTCA CONFLICTS OF INTERESTS POLICY

1. PURPOSE

- 1.1. The purpose of this policy is to protect the integrity of decision-making within NLPTCA and the integrity and reputation of NLPTCA and its members, staff, contractors, directors, committee members, and members of the public.
- 1.2. This policy should also be read in conjunction with the following NLPTCA documents:
 - a. NLPTCA Articles of Association (Section 17 – Directors’ conflicts of interest)
 - b. NLPTCA Code of Ethics
 - c. Equality and Diversity Policy
 - d. Complaints Policy
- 1.3. This Conflicts of Interests Policy supports the NLPTCA Code of Ethics, in particular section 6.2: *“Conflicts of interest are best avoided, provided they can be reasonably foreseen in the first instance and avoided. In deciding how to respond to conflicts of interest, the protection of the client’s interests and maintaining their trust in the Member should be paramount.”*

2. RECOGNISING CONFLICTS OF INTEREST

- 2.1 For the purpose of this policy a conflict of interest is defined as a situation in which a member, director, officer, committee member, contractor or employee of NLPTCA has competing interests or loyalties.
- 2.2 Competing interests or loyalties may give rise to actual, potential, or perceived personal, professional, or financial gain that does not uphold the interests of NLPTCA, its members, or members of the public.
- 2.3 Examples of potential conflicts of interest include and are not limited to:
 - a. Having a personal interest or relationship with another member which may influence their views on the professional standing of that member, e.g., an Accreditation Committee member being part of a review panel of a colleague or friend.



- b. Holding dual roles within NLPTCA where there is the potential for bias when one role is making decisions regarding the work of another role. e.g., an NLPTCA board member voting to support a proposal they have submitted as an NLPTCA officer.
- c. Having an active role in another organisation that may be awarded a contract to do work or provide services for NLPTCA.
- d. Having an active role in another organisation which may be in competition with NLPTCA, e.g., recruitment of members.
- e. An individual who is directly involved in the teaching, training, or assessment of a current or potential member of NLPTCA, e.g., providers of neuro-linguistic psychotherapy training.

3. MANAGING CONFLICTS OF INTEREST

- 3.1 Due to the small size of NLPTCA membership it is possible there will be situations when a conflict of interest may arise.
- 3.2 Though not common practice, individuals may hold dual roles within NLPTCA.
 - a. When a conflict of interest arises from dual roles the NLPTCA board will gather all material facts, and after any discussion with the interested person, he/she shall leave the meeting while the determination of a conflict of interest is discussed and voted upon.
 - b. The remaining board members shall decide if a conflict of interest exists and the appropriate action to be taken.
- 3.3 Any individual who suspects that they may experience a conflict of interest should make it known to the chair and be prepared to remove themselves from that particular proposal and area of discussion.
- 3.4 Individuals will be invited to declare conflicts of interest during a meeting with wording such as: *"any member with a conflict of interest in a matter under discussion should declare the nature of their interest and withdraw from the meeting unless given a dispensation to speak."*
- 3.5 Any such disclosure and the subsequent actions taken will be noted in the minutes.
- 3.6 If the board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.



4. PROPORTIONATE ACTIONS

- 4.1 This policy is expected to supplement good judgement and members, directors, officers, committee members, contractors, or employees of NLPTCA should respect its spirit as well as its wording.
- 4.2 Actions under this policy should be proportionate. Where possible, NLPTCA will always try to work with all parties in resolving issues.

5. CONCERNS

- 5.1 Any members with concerns regarding actual or possible conflicts of interest should notify the NLPTCA board who will look into the matter as described in Section 3.3.

Issue: 1

Agreed by NLPTCA Board 6 October 2022