

Kilkenny and Carlow Education and Training Board

# Conflict of Interest Policy



**kcetb**

Bord Oideachais agus Oiliúna  
Chill Chainnigh agus Cheatharlach  
*Kilkenny and Carlow  
Education and Training Board*

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## 1. Introduction /Purpose

The Policy sets out the procedures to follow when actual, perceived or potential conflicts of interest arise in Kilkenny and Carlow Education and Training Board.

This policy is in addition to the requirements of the Ethics in Public Office Acts 1995 and 2001 are separate to this policy.

## 2. Scope

This Policy applies to all employees of KCETB. Employees include;

- KCETB staff members who receive remuneration, either full or part-time;
- KCETB agency staff;
- Persons on work experience in KCETB;
- Volunteers who provide services to KCETB;

Board and Committee members are bound by the procedures detailed in the Code of Practice for the Governance of Education and Training Boards, 2024 Ethics in Public Office Act 1995 and 2001.

## 3. Definitions

**Conflict of Interest** (including any 'Registrable Interest' as defined in the Ethics in Public Office Act 1995) refers to situations in which personal interests may compromise, or have the appearance of, or potential for, compromising professional judgement and integrity of the process.

**Personal interests** including those relating to family or close friends and/or external work etc., contracts or outside activities impair an employee's ability to perform work or make objective decisions on behalf of KCETB. When their uncertainty about the actual, perceived, or potential conflict of interest exists, the employee should inform their line manager immediately.

## 4. Disclosure of Interests by Staff members

In addition to the requirements under the Ethics in Public Office Act 1995 and the Standards in Public Office Act 2001, where a member of staff of Kilkenny and Carlow Education and Training Board has a pecuniary interest or other beneficial interest in any contract, agreement or arrangement, or proposed contract, agreement or arrangement, to which the Board is a party, that person shall:

- a) Disclose to the Chief Executive his or her interest and the nature thereof;

- b) Take no part in the negotiation of the contract, agreement or arrangement or in any deliberation by members of staff of KCETB, as the case may be, in relation to it or;
- c) Not influence or seek to influence, a decision to be made in the matter or make any recommendation in relation to the contract, agreement or arrangement.

As detailed in the Code of Conduct for staff members, each staff member is expected to observe the highest standards of honesty and integrity in all his/her dealings as an employee of KCETB.

## 5. Implementation

Procedures are outlined in the KCETB Recruitment Policy and KCETB Procurement Policy to demonstrate compliance with this policy.

KCETB POLICY NAME:
<b>Conflict of Interest Policy</b>

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