



Policy on Declaration of Interest

(This circular supersedes Administration Circular No. 02/2007 dated 15 June 2007)

1. This circular promulgates the Association's policy on declaration of interest, and advises all adult Scout members (including Commissioners, Leaders, Administrators and Professional Scouters) on the course of action they should take when they come into a real or apparent conflict of interest situation while discharging their Scout duties or dealing with Scout business.
2. The basic principle of this policy is that all adult Scout members should make a conscious effort at all times to declare a potential conflict of interest situation and to avoid participating in discussions and/or decisions of Scout activities and/or business which are or might be perceived as related to such a situation. If deemed appropriate, the matter should be referred to a higher level in the administration hierarchy for advice and handling, in adherence to the Scouting spirit of honesty, impartiality, fairness and objectiveness.

Declaration of Interest Policy

3. The Association's policy on declaration of interest, and the recommended course of action to be taken by adult Scout members when a conflict of interest situation has arisen or is likely to occur are as follows:
 - a. All adult Scout members must discharge their Scout duties with integrity and in an honest, impartial and objective manner.
 - b. Whenever an adult Scout member is involved in any matter that may give rise to a conflict of personal interest (hereafter referred to as the Scout member concerned), he/she should report it to his/her supervising Commissioner, committee chairman, convenor or other person in-charge (hereafter referred to as the supervisor), disclosing all information related to the potential conflict of interest situation. Having made the declaration, the Scout member concerned should refrain from engaging in the deliberation and/or decision-making processes over the matter in question unless authorized otherwise. Excusing himself/herself from related meetings is an appropriate way of avoiding such a conflict.
 - c. Under normal circumstances, a verbal declaration of the possible conflict of interest which is recorded for future reference would suffice. Should the Scout member concerned consider it necessary, he/she should take the initiative to make a separate written declaration to be filed away. Conversely, in the event of an important business with wide or far-fetching implications, the supervisor may request the Scout member concerned to make a declaration of interest in writing.

- d. When the Scout member concerned is the decision maker or one of the key officers responsible for the matter, he/she should refer the matter to the appropriate person/unit one level higher in the administration hierarchy for handling. Sometimes, depending on the nature, scope and severity of the case, the matter may be more appropriately handled by the relevant Deputy Chief Commissioner, Chief Commissioner or the Executive Committee as the case may be.
 - e. “Personal interests” is not limited to monetary, financial and other material benefits, it also includes other non-pecuniary interests such as free service and special favour, preferential treatments, etc, to:
 - (i) the Scout member concerned and/or his/her spouse;
 - (ii) any close relations of the Scout member concerned and/or spouse (including parents; brothers and sisters and their spouses; children and their spouses);
 - (iii) the business partners/organizations which the Scout member concerned and/or spouse is serving full time or part time;
 - (iv) the client(s) and other person(s) to whom the Scout member concerned and/or spouse represent or offer advice in a professional capacity.
 - f. The essence of the policy on declaration of interest is to be proactive and be prepared. If in doubt, the Scout member concerned should consult the supervisor for advice.
 - g. The Association will consider taking appropriate action against adult Scout members who do not abide by this declaration of interest policy.
4. Should you have any queries regarding this Circular, please contact the Scout Executive (Administration) at 2957 6334, or the respective Scout Executive of your Unit/Region, or the Scout Executive (International and Liaison) at 2957 6403 in the case of the Silver Jubilee District.



(Paul KUA)
for Chief Commissioner