




Policy on Declaration of Interest

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 avoid conflicting personal interest with Scouting activities and/or business, and where appropriate, declare the conflict that may arise or has arisen. If deemed appropriate, the matter should be referred to a higher level in the administration hierarchy for advice 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 members when a conflict of interest likely occurs to themselves are as follows:
 - a. All adult Scout members must discharge their Scout duties in an honest, impartial and objective manner. We are expected to uphold the high degree of Scouting spirit in carrying out our work and duty.
 - b. Whenever a Scout member is involved in any matters that may give rise to conflict of personal interest, he/she should report it to his/her supervising commissioner, committee chairman, convenor or the person in-charge, disclosing information and area which he/she considers may conflict with him/her personally. Having made the declaration, the Scout member concerned should refrain from engaging in the deliberation or decision-making processes over the matter in question unless authorized otherwise. He/She should refrain from taking part in the discussion of the matter.
 - c. Under normal circumstances, a verbal declaration of the possible conflict of interest followed by a written statement would suffice. Should the Scout member concerned considers it necessary, he/she should take the initiative to report it in writing for file record. Conversely, in the event of an important business with wide or far-fetching implications, the person in-charge may request the Scout member concerned to make declaration of interest in writing.

- d. When the adult Scout member is, by position, 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 gain, 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 and his/her spouse;
 - (ii) any close relations of the Scout member and 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 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 his supervising commissioner or the person in-charge of the business for advice.
 - g. The Association will consider taking appropriate action against adult Scout members who knowingly do not abide by the declaration of interest policy.
4. Should you have any queries regarding this Circular, please contact Miss Kathy WONG, Scout Executive (Administration) at 2957 6334, or the respective Scout Executive of your Unit/Region, or Miss Fion CHOW, Scout Executive (International and Liaison) at 2957 6403 in the case of the Silver Jubilee District.



(LO Wai-shing)
for Chief Commissioner