



Policy on Declaration of Interest

Pursuant to the circular re-categorization with effect from 1 January 2018, this Circular substitutes Administration Circular No. 08/2016 issued on 15 July 2016 with contents unchanged.

1. This circular promulgates the Association's policy on declaration of interest, and advises all adult members of the Association (including Commissioners, Leaders, Lay members and Professional Scouters) on the course of action they should take when they come into a real or apparent conflict of interest while discharging their Scout duties or dealing with Scout business.
2. The basic principle of this policy is that all adult 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 members when a conflict of interest situation has arisen or is likely to occur are as follows:
 - 3.1 All adult members must discharge their Scout duties with integrity and in an honest, impartial and objective manner, preserving as well the reputation of the Association.
 - 3.2 Whenever an adult member is involved in any matter that may give rise to a conflict of personal interest (hereafter referred to as the 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 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.
 - 3.3 In the case of tendering, all tenderers and members of a tender board should make mandatory written declarations during tendering process as to whether or not they have conflict(s) of interest. Also, should the Member concerned or the Supervisor consider it necessary due to the seriousness of the potential conflict(s), the Member concerned should also made a written declaration to be filed away. Under other normal circumstances, a verbal declaration of the possible conflict of interest which is recorded for future reference would be sufficient.

- 3.4 When the 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.
- 3.5 “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 Member concerned and/or his/her spouse;
 - (ii) any close relations of the Member concerned and/or spouse (including parents; brothers and sisters and their spouses; children and their spouses);
 - (iii) the business partners/organizations which the Member concerned and/or spouse is serving full time or part time;
 - (iv) the client(s) and other person(s) to whom the Member concerned and/or spouse represent or offer advice in a professional capacity.
- 3.6 The essence of the policy on declaration of interest is to be proactive and be prepared. If in doubt, the Member concerned should consult the Supervisor for advice.
- 3.7 The Association will consider taking appropriate action against all members who do not abide by this declaration of interest policy.
4. As some lay members may not receive circulars from the Association, Commissioners and Group Scout Leaders are responsible to explain this policy to them.
5. This circular will be distributed to members of the Executive Committee of the Association and other committees at the 1st meeting every year. Members shall signify that they agree to and accept this Policy, AND commit to complying with all the clauses therein as well as declaring interest as necessary with specific details on conflict of interest.
6. Should you have any queries, please contact Scout Executive (Administration) at 2957 6334, or respective Scout Executives of your Units.



(YUNG Kin-man)
for Chief Commissioner

香港童軍總會
Scout Association of Hong Kong

「申報利益政策」協議書
Agreement on “Policy on Declaration of Interest”

致： _____ 委員會（ _____ 年度）
To: _____ Committee (Year _____)

請於簽署本協議書前細閱「申報利益政策」的內容。

Before signing this Agreement, please carefully read the document entitled “Policy on Declaration of Interest”.

聲 明 Declaration

本人 _____（姓名）同意及接受「申報利益政策」列出的所有條款，並承諾會遵守此等條款，在有需要時申報利益及申述詳情。

I, _____ (Name), hereby agree to and accept the “Policy on Declaration of Interest”, and commit to complying with all the clauses therein as well as declaring interest as necessary with specific details on conflict of interest.

職位 Post	:	_____	簽署 Signature	:	_____
單位 Unit	:	_____	日期 Date	:	_____