

Alcohol Education and Research Council

Guidelines on Conflicts Of Interest

Any employee or trustee who has a financial interest in a matter under consideration by the AERC (e.g. an application for a grant or a shareholder in a company submitting a tender for business with the AERC), should declare the nature of his/her interest and withdraw from any involvement in that consideration.

If an employee or trustee has any interest in a matter under consideration that may create a real danger of bias (that is, the outcome of the decision affects him/her more than the generality; e.g. where they are a member of a grant applicant's management committee), he/she should declare the nature of the interest and withdraw from involvement in that consideration.

If an employee or trustees has any other interest which does not create a real danger of bias but which might reasonably cause others to think that it could influence their decision (e.g. they are a user of facilities provided by a grant applicant or are a personal friend of an applicant), he/she should declare the nature of the interest but may remain involved in the consideration.

If an employee is in any doubt about the application of these rules, he/she should consult with the Chairman of the meeting, the Chairman of the AERC, the Chief Executive or the Committees and Grants Manager.

A register of the interests of employees and trustees will be maintained.

For the avoidance of doubt, trustees may submit applications for the award of a grant provided that they abide by the above policy. Any application must be submitted by the institution employing the trustee and the institution must be responsible for receiving and dispersing the grant.

Employees' and trustees' interests will be minuted as necessary.

Policy reviewed February 2010