Icon

Description automatically generated



V1.1 Created May 2022

Together, we stand for a world beyond waste

|  |
| --- |
|  |

Volunteer declarations

Including the Conflict of Interest Policy

Copyright ©2022 CIWM

Copyright in this document is owned by CIWM. Any person viewing, printing and distributing this document is subject to the following conditions:

* The document may be used for informational purposes only
* The document may be used for non-commercial purposes only
* Anyone using information provided in this document should acknowledge CIWM
* Reproduction and copying of these materials is not allowed

Changes are made periodically to the information contained within the document so for the latest version please contact the Operations Director via [ceo@ciwm.co.uk](mailto:ceo@ciwm.co.uk) or see the volunteers handbook at ciwm.co.uk.

Please note that all images have been sourced from i-stock.

**Disclaimer**

Every effort has been made to ensure that the information contained in this publication is accurate at the time of going to press. The information in this book is for guidance only and CIWM cannot be held responsible for any inaccuracies.

# Contents

[Contents 3](#_Toc103185128)

[Background for volunteers 4](#_Toc103185129)

[Section 1 – CIWM Group Conflict of Interest Policy 6](#_Toc103185130)

[Declaration of interests’ form 10](#_Toc103185131)

[Section 2 – Confidentiality Declaration 12](#_Toc103185132)

[Section 3 - Declaration for fit and proper persons 13](#_Toc103185133)

[Section 4 – Volunteer code of conduct 15](#_Toc103185134)

[ANNEX A 19](#_Toc103185135)

[Register of Gifts and Hospitalities received 19](#_Toc103185136)

# Background for volunteers

### Why do volunteers need to sign these declarations?

Volunteers play an integral role in CIWM, both in the furtherance of the CIWM charitable objects and delivery of CIWM’s strategy. Volunteers are actively engaged in decision making at CIWM and influence how we spend CIWM funds.

As a result CIWM has a duty to ensure that volunteers are performing their duties inline with both the requirements laid out by the CIWM constitution, the main governing document of CIWM, and the guidance and laws laid out by the UK government and Charity Commission.

To ensure that volunteers are aware of these requirements CIWM asks volunteers to complete the following documents as part of their induction -

* review the Conflicts of interests policy at section 1 and complete the Declaration of interests’ form. This is in order to ensure volunteers are not able to influence decisions in which they, or their family, would benefit from
* read and sign the business confidentiality document at section 2, to agree to maintain the confidentiality of any confidential information that they have access to as part of their volunteering role
* to declare that they are a fit and proper person as described in the Finance Act 2010 (Paragraph 4, Schedule 6), using the form in section 3
* to review and agree to work to CIWM’s volunteer code of conduct.

These policies and agreements are included in this document for ease of completion.

### How will my data be stored and used?

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 2018 and the General Data Protection Regulations (GDPR) which became enforceable on the 25th May 2018. Data will be processed only to ensure that trustees and senior staff act in the best interests of the CIWM Group. The information provided will not be used for any other purpose.

### Why have you asked for my DOB and NI Number?

The requirement for NI numbers and dates of birth, which is included in the Fit and Proper Person form, is to comply with Paragraph 4, Schedule 6 of Finance Act 2010. This requires that managers of charities are Fit And Proper Persons.

The definition of manager is wide in this context and covers volunteers who act on behalf of a charity OR are involved in appointing people to act on behalf of a charity for the purposes of claiming tax reliefs; or exerting control over spending the charity’s funds. As Centre Councillors appoint Honorary Treasurers and make decisions on how to spend CIWM funds, for example for centre events, they become managers of CIWM.

The law obliges CIWM to request the information set out in the forms provided in order to be able to comply with any request from HMRC to inspect our financial records in order to confirm that we are rightfully exercising our charity status for tax purposes. You can see at the following link that the declaration form that we have sent is very similar to the model form that is provided on [Gov.uk](https://eur02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fgov.uk%2F&data=04%7C01%7C%7C81efb106e9994a836c6408d942b1dc25%7C43dd7f33993442e892f58548d6366a75%7C0%7C0%7C637614153947641833%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=H40SjcHK%2Bm6K3S3Xm4OOeM%2BADVVM8N%2BDYm%2FQn4YVX1c%3D&reserved=0) at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/597664/Fit-and-proper-persons-helpsheet-and-declaration.pdf](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fassets.publishing.service.gov.uk%2Fgovernment%2Fuploads%2Fsystem%2Fuploads%2Fattachment_data%2Ffile%2F597664%2FFit-and-proper-persons-helpsheet-and-declaration.pdf&data=04%7C01%7C%7C81efb106e9994a836c6408d942b1dc25%7C43dd7f33993442e892f58548d6366a75%7C0%7C0%7C637614153947651830%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=OIWZrLiU9ltnuHHKxTuZn5THrE2RmD83mcj2Z1FqS04%3D&reserved=0).

### Are volunteers covered by CIWM insurance?

Yes, volunteers are specifically covered in the same way as employees when carrying out their volunteer duties.

### I don’t want to send this information by email, can I send it through another route?

Any volunteer who is concerned about the security of email can post the forms back to the attention of the Operations Director at the CIWM HQ Quadra address and a hard copy will be stored as an alternative.

### How will my information be saved?

Any data we receive by email is deleted once saved on our server and access to all personal data is limited to those staff who need access. For example, only 3 staff members have access to the folder where these completed forms are stored.

### What roles on the Centre Council need to return these forms?

Anyone performing any role on the Centre Council need to return these forms. If Centre Council’s have observers who attend centre meetings and have access to confidential information or influence over the spending of CIWM funds or represent CIWM as part of the Centre Council they also need to return these forms.

# Section 1 – CIWM Group Conflict of Interest Policy

### Why we have a Policy

Trustees of charities have a legal obligation under common law to act in the best interests of the charity they serve; and in accordance with the charity’s governing document, and to avoid situations where there may be a potential conflict of interest.

Directors/trustees of charitable companies and Directors of a charity’s subsidiary companies are subject to the provisions of the Companies Act 2006 and have a legal duty to avoid conflicts of interest under s175 of the Companies Act 2006.

Trustees and Directors, generally, should not benefit from the legal entity within the CIWM Group to which they are appointed and should not be influenced by their wider interests when making decisions affecting that organisation.

Staff and volunteers have similar obligations.

Conflicts of interests may arise where an individual’s personal or family interests and/or loyalties conflict with those of entities within the CIWM Group. Such conflicts may create problems; they can:

* inhibit free discussion
* result in decisions or actions that are not in the interests of the CIWM Group
* risk the impression that the CIWM Group has acted improperly.

The purpose of this policy it to provide guidance the individuals described above on handling possible conflicts of interest and to protect both the Group and the individuals involved from any appearance of impropriety.

Further information and guidance is also provided in Regulations Part V and Practice Direction 9 of the CIWM Constitution. Note that the provisions of the CIWM Constitution apply to *“all Trustees, and to all other members of Institution committees, panels, and boards of whatever constitution, including its subsidiary companies, whether they be members of the Institution or non-members of the Institution.”*

### What is a Conflict of Interest?

A conflict of interest can be defined as:

“…any situation in which a trustee’s/director’s personal interests or responsibilities they owe to another body, may, or may appear to influence their decision making.”

Conflicts of interest arise when the interests of identified individuals, or “connected persons”, are incompatible or in competition with the interests of the charity/company. Such situations present a risk that individuals will make decisions based on these external influences, rather than the best interests of the charity/company.

The most common types of conflict include:

1. Direct financial interest - when a direct financial benefit is obtained, for example from a salary paid by the charity/company; by the sale of a property to the identified individual.
2. Indirect financial interest - this arises when a close relative of a trustee benefits from the charity - for example the award of a contract to a company with which the relative is involved.
3. Non-financial or personal conflicts – occur where the identified individual receives no financial benefit, but are influenced by external factors. For example to gain some intangible benefit or kudos; or awarding contracts to friends.
4. Conflicts of loyalties – arising from competing loyalties between the charity to which they owe a primary duty and some other person or entity.

### Conflicts of Interest

A key means of preventing conflicts of interest from affecting decision-making is to identify potential conflicts in advance. This gives time for the implications to be considered and an appropriate response to be developed.

By asking individuals to declare their interests and by keeping a register of such interests, the CIWM Group can monitor potential conflicts of interest.

### Declarations of Interests

Accordingly, we are asking Trustees, volunteers and senior staff to declare their interests, and any gifts or hospitality offered and received in connection with their role in the CIWM Group. A Declaration of Interests form listing the types of interest you should declare is provided for this purpose and a copy is attached as Annex A.

To be effective, Identifying the declaration of interests needs to be updated at least annually, and when any material changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact CIWM’s Operations Director for confidential guidance.

The Register of Interests is maintained by CIWM’s Operations Director and relevant information pertaining to specific individuals is accessible by the CEO and the company’s auditors.

As provided for by Practice Direction 9 all gifts and hospitality received by the trustees and staff with a value in excess of £25 must be recorded in the Register of Gifts and Hospitality which is maintained by the Operations Director. A Register of Gifts and Hospitality form showing the information you should declare is provided for this purpose and a copy is attached to this policy as Annex A.

The Register of Gifts and Hospitality will be reviewed annually by the Chair of the Corporate Governance & Professional Ethics Committee and the CIWM CEO. It will be accessible by agreement with the CIWM CEO.

### Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 2018 and the General Data Protection Regulations (GDPR) which became enforceable on the 25th May 2018. Data will be processed only to ensure that trustees and senior staff act in the best interests of the CIWM Group. The information provided will not be used for any other purpose.

### What to do if you face a conflict of interest?

If you believe you have a perceived or real conflict of interest you should:

* declare the interest at the earliest opportunity
* withdraw from discussions and decisions relating to the conflict.

If you are user of services provided by the CIWM Group, you should not be involved in decisions that directly affect the service that you, or any person connected with you receive(s). You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion.

The Chair of the meeting may expressly invite a person with a conflict of interest to remain in order to provide information. In this case you may not participate in, or influence, the decision or any vote on the matter. You will not be counted in the quorum for that part of the meeting and must withdraw from the meeting during any vote on the conflicted item.

Special care will be taken by Chairs and senior staff to ensure that minutes or other documents relating to the item presenting a conflict are appropriately redacted for the person facing the conflict. A balance needs to be made to ensure that the person still receives sufficient information about the activities of CIWM and its group generally without disclosing such sensitive information that could place the individual in an untenable position.

There are situations where you may participate in discussions from which you could indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal. This action will be agreed by the chair and minuted accordingly.

If you fail to declare an interest that is known to a member of the senior staff and/or the Chair of the relevant Committee/Board, either the Chair or the senior staff member will declare that interest.

### Decisions Taken where a Trustee or Member of Staff has an Interest

In the event of a Committee/Board having to decide upon a question in which a trustee or member of staff has an interest, all decisions will be made by vote in accordance with the voting rules of the specific committee. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Persons with interests may not vote on matters affecting their own interests

All decisions under a conflict of interest will be recorded and reported in the minutes of the meeting. The report will record:

* the nature and extent of the conflict
* an outline of the discussion
* the actions taken to manage the conflict.

Where a Trustee benefits from the decision, this will be reported in the annual report and accounts in accordance with the current Charities SORP.

All payments or benefits in kind to trustees will be reported in the charity’s accounts and annual report, with amounts for each trustee listed for the year in question.

Where a member of CIWM Group’s staff are connected to a party involved in the supply of a service or product to the charity, this information will be fully disclosed in the annual report and accounts.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

### Managing Contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.

## Declaration of interests’ form

I …………………………………………………………as employee/trustee/volunteer\* [\*delete

as appropriate]

of …………………………………………………………………………………. [name of organisation or committee within the CIWM Group] have set out below my interests in accordance with the organisation’s conflicts of interest policy.

*Note: please also see the attached Guidance notes*

|  |  |
| --- | --- |
| **Category** | **Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection** |
| Current employment and any previous employment in which you continue to have a financial interest. |  |
| Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority (elected) membership, tribunals etc. |  |
| Membership of any professional bodies, special interest groups or mutual support organisations. |  |
| Investments in partnerships and other forms of business and beneficial interests. |  |
| Investments in unlisted companies, major shareholdings of 5% or more of issued capital and beneficial interests. |  |
| Gifts or hospitality offered to you by external bodies Please complete the attached form at ANNEX A |  |
| Do you use the organisation’s services? |  |
| Any contractual relationship with the charity or its subsidiaries. |  |
| Any other conflicts that are not covered by the above. |  |

### Declaration:

I have read the CIWM Group Conflict of Interest Policy and confirm that I fully understand my obligations under the policy to declare any actual or potential conflict of interest.

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Signed:……………………………………………………………………………………………………………………..

Position: …………………………………………………………………………………………………………………...

Date: ………………………………………………………………………………………………………………………

*(please send completed forms in either hard copy to the CEO, CIWM, Quadra, 500 Pavilion Drive, Northampton Business Park, Northampton NN4 7YJ or by email to* [***ceo@ciwm.co.uk***](mailto:ceo@ciwm.co.uk)*)*

# Section 2 – Confidentiality Declaration

Name of the Individual: ………………………………………………………………………

Date of birth: ………………………………………………………………

Role in the organisation: ……………………………………………………………

Centre Involved (for centre councillor):…………………………………………………………

I, the undersigned, declare that:

1. I understand that as a Trustee/Staff/Volunteer, I may acquire information relating to the organisation, its members, customers, staff, volunteers and other individuals about certain matters which are of a confidential nature and agree that all such information is an exclusive property of CIWM and I will keep it in the strictest confidence.
2. I agree not to disclose any such confidential information to any person or third party whether or not they themselves also work with CIWM Group.
3. I agree not to disclose such confidential information to any third party outside CIWM Group either during the term of my service for the organisation or at any time thereafter unless required by law to do so.
4. I agree to exercise due care to ensure that any information I may give to others in the course of my duties as a Trustee/staff/volunteer or otherwise is information that is required to be given and is given to a party entitled to receive such information.
5. I agree to consult the appropriate CIWM staff member in order to ascertain the appropriateness of said information, if this is in question, and prior to the information being shared.
6. I understand that personal information such as an individual’s contact details should not be shared with a third party outside the organisation without that individual’s consent.
7. I agree to return, all documents, papers, and other materials, that may contain confidential information at the end of my work with CIWM.
8. I understand that any breaches of Confidentiality will be taken seriously by CIWM.

I further confirm that I have read the above statements and agree with them and I will therefore adhere to all confidentiality requirements contained in this declaration or as may be otherwise updated and advised to me in writing by the CIWM CEO.

Signature: ……………………………………………………………………………………………………

Name (printed): ……………………………………………………………………………………………………

Date: ……………………………………………………………………………………………………

***(please send completed forms in either hard copy to the CEO, CIWM, Quadra, 500 Pavilion Drive, Northampton Business Park, Northampton NN4 7YJ or by email to*** [***ceo@ciwm.co.uk***](mailto:ceo@ciwm.co.uk)***)***

# Section 3 - Declaration for fit and proper persons

Name of the Individual: ………………………………………………………………………

Date of birth: ………………………………………………………………

Role in the organisation: ……………………………………………………………

Centre Involved (for centre councillor):…………………………………………………………

I, the undersigned, declare that:

* I am over eighteen years old, and capable of managing my own affairs;
* I am not disqualified from acting as a charity trustee;
* I have not been convicted of an offence involving deception or dishonesty; terrorism; money laundering; bribery; contravening a Commission Order or Direction; misconduct in public office, perjury or perverting the course of justice (or any such unspent conviction is legally regarded as spent);
* I have not been involved in attempting, aiding or abetting the above offences or, any offences under Part 2 of the Serious Crime Act 2007(encouraging or assisting);
* I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft;
* I have not used a tax avoidance scheme featuring charitable reliefs or using a charity to facilitate the avoidance;
* I have not been involved in designing and /or promoting tax avoidance schemes;
* I have no unspent sanction for contempt of court for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth;
* I am not an undischarged bankrupt;
* I am not on the sex offenders register;
* I have not made compositions or arrangements with my creditors from which I have not been discharged;
* I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity;
* I have not been disqualified from serving as a Company Director;
* I will at all times seek to ensure the charity’s funds, and charity tax reliefs received by this organisation, are used only for charitable purposes;
* I understand and accept my individual responsibility to inform the CEO, CIWM HQ in writing of any change regarding my Fit and Proper persons status.

Signed: …………………………………………………

Date: …………………………………………………

Home address: ……………………………………………………………………………………………………

………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………

Previous address if moved in past 12 months……………………………………………………………………

………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………

National Insurance number : …………………………………………………………………………

National Identity Card Number (If you have one) ….…………………………………………………………

If you have signed this declaration but want to make any information known or clarify any points please send these in a separate covering letter.

***(please send completed forms in either hard copy to the CEO, CIWM, Quadra, 500 Pavilion Drive, Northampton Business Park, Northampton NN4 7YJ or by email to*** [***ceo@ciwm.co.uk***](mailto:ceo@ciwm.co.uk)***)***

# Section 4 – Volunteer code of conduct

This Code of Conduct sets out the standards of professionalism and clarifies the conduct expected of individuals who volunteer their time to support the governance or provision of CIWM activities, regardless of whether they are a member or not.

As the leading professional body for resource and waste professionals, CIWM prides itself on being an open and inclusive Institution. CIWM represents individuals in the UK and overseas, and adopts best practice to innovate and improve performance whilst preserving long-standing values of professionalism and excellence. The effectiveness of CIWM Boards, Councils and Committees is enhanced by members and volunteers working together to uphold the highest standards of respect, trust and integrity.

CIWM recognises the importance of members and volunteers in achieving its Charitable Objectives established in The Charter, valuing their expertise and passionate support. Members and volunteers must be suitably supported and recognised for their individual and joint contributions and their views must be taken into account when creating policy and in decision-making.

### Requirement for a Code of Conduct

All members and volunteers are required to follow this Code of Conduct including those serving on the Board, councils, special interest groups (SIG’s), events teams, committees, projects groups and those representing CIWM at third party forums, meetings, events or acting as a mentor.

Others outside of CIWM who may be from the sector or not, will also be expected to set and maintain the same good conduct and standards of professionalism in any involvement with the activities and events of, or business with, the CIWM Group.

CIWM defines a number of policies and procedures which reflect the values of the CIWM, the spirit of the legislation that governs it and which UK and overseas members and volunteers, must follow. Their purpose is to inform members and volunteers about their responsibilities such that their own, and the CIWM’s, reputation is maintained. Therefore, they are expected to follow this Code of Conduct and all related policies including but not limited to the Charter, Practice Directions, Regulations and Bye Laws which form the [Constitution](https://www.ciwm.co.uk/ciwm/about-us/charter-constitution/ciwm/about/charter-and-constitution.aspx?hkey=0122e5b3-98ae-4cdf-9e52-6eff1be734f0).

### The Code of Conduct

1. VALUES AND PROFESSIONALISM

Members and volunteers will:

1.1. Support the Charitable Objectives found in the Royal Charter, Mission and Strategy of CIWM;

1.2. Represent CIWM in line with the Institution’s Charter and Constitution;

1.3. Act in the best interests of CIWM and not bring the Institution into disrepute or create liability;

1.4. Not allow use of the CIWM name, property or resources by other parties unless permission has been gained to do so including but not limited to political purposes;

1.5. Look after any CIWM property in your possession;

1.6. Maintain high standards of professional behaviour and lead by example;

1.7. Maintain good and effective working relationships with volunteer colleagues and CIWM staff;

1.8. Within 28 days of receiving a gift or hospitality over the value of £25, provide written notification to the Chief Executive Officer of the existence and nature of that gift or hospitality;

1.9. Follow legislation and CIWM policy regarding equality, diversity and inclusion, including safeguarding and equal opportunities;

1.10. Maintain the distinction between the opinions of CIWM and their personal opinions regarding a subject if they differ;

1.11. Liaise with the CEO of CIWM or delegated member of staff in volunteering role as appropriate;

1.12. Where an activity involves using or imparting professional or technical expertise, ensure that capabilities and knowledge are appropriate and up to date.

2. INTERESTS

Members and volunteers will:

2.1. Regard themselves as having a personal interest in any matter if the matter relates to an interest in respect of which notification must be given in accordance with Practice Direction 9;

2.2. Disclose any personal conflicts of interest or concerns about the behaviour or activities of other volunteers where they may breach this code;

2.3. Within 28 days of their election or appointment to office (whichever shall be the later), register their financial interest in CIWM’s register of interests by providing written notification to the CEO of any interest of the type referred to in Practice Directions of the constitution of CIWM;

2.4. Withdraw from a meeting (by leaving the room in which such meeting is taking place) whenever is becomes apparent that the matter (in which the applicable person has personal or prejudicial interest in) is being considered in that meeting unless they have obtained written dispensation from the Chair of the Corporate Governance & Professional Ethics Committee; and

2.4.1 Not seek to influence a decision about that matter;

2.5. Not use their position for personal gain financially or materially, including the acceptance of gifts, rewards or benefits, without authorisation;

2.6. Comply with CIWM Conflicts of Interest Policy.

3. MEETINGS AND EVENTS

Members and volunteers will:

3.1. Plan and run any meetings or events in line with best practice;

3.2. Ensure compliance with health and safety legislation and the CIWM Health and Safety Policy, including risk assessments;

3.3. Behave in an appropriate and respectful manner to all those in attendance;

4. COMMUNICATION

Members and volunteers will:

4.1. Maintain high standards of communication when acting on behalf of CIWM;

4.2. Use any CIWM communication channels, including social media in a professional manner;

4.3. Report any grievances or complaints that they or the volunteer group, have in line with Part IV of the Regulation.

5. CONFIDENTIALITY AND PRIVACY

CIWM is committed to protecting personal information. We want to maintain the trust and confidence of every one of our members, employees and volunteers as well as protect CIWM’s reputation. Accordingly, members and volunteers will:

5.1. Comply with CIWM’s Privacy Policy with regard to personal contact data;

5.2. If asked by any media to comment or be a spokesperson on any issue that could be controversial, contact CIWM HQ before doing so;

5.3. Not disclose information given to them in confidence or info that they believe is confidential without consent of a person authorised or unless required by law;

5.4. Not prevent another person from gaining access to information to which that person is entitled by law.

6. LEGAL

Members and volunteers will:

6.1. Avoid criminal or illegal behaviour, including fraud and corruption;

6.2. Ensure that any activities are covered by appropriate insurance, where required as required by the Health and Safety Form.

7. FINANCIAL

Members and volunteers will:

7.1. Manage any budget allocated to Centre and Subsidiary Groups cost effectively;

7.2. Only use CIWM funds to fulfil volunteering duties and the Charitable Objectives;

7.3. Maintain security of bank account details;

7.4. Where expenses can be claimed, ensure that this is done so in line with CIWM policy.

8. RAMIFICATIONS OF BREAKING THIS CODE

8.1. If this code is broken a member or volunteer could be subject to the CIWM disciplinary procedure found in Part IV of the Regulations.

8.2. Any member and volunteer may, if they become aware of any conduct by another such person which they reasonably believe involves a failure to comply with CIWM’s Code of Conduct, make a written allegation to that effect to the Chair of the Corporate Governance & Professional Ethics Committee as soon as practical for them to do so.

Please sign here to acknowledge that you have read and agree to the CIWM Volunteer Code of Conduct.

Signature: .........................................................................

Full name: .........................................................................

Volunteering role: .........................................................................

# ANNEX A

## Register of Gifts and Hospitalities received

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Party providing the gift/hospitality** | **Nature of gift/hospitality received** | **Approximate value of gift/hospitality** | **Date gift/hospitality was received** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Declaration:

To the best of my knowledge, the above information is complete and correct. I undertake to provide the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Signed: .........................................................................

Position: .........................................................................

Date:  .........................................................................



**Our purpose is to move  
the world beyond waste**

Help us protect the environment by only printing this document if absolutely necessary and, where possible, please only print the pages you need.

This document has been designed   
to use minimal ink when printed.

**More for professional life**

Our mission is to unite, equip and mobilise our professional community   
to lead, influence and deliver   
the science, strategies, businesses   
and policies for the sustainable management of resources   
and waste.

For more information about how we can support you, visit **ciwm.co.uk.**

CIWM

Quadra

500 Pavilion Drive

Northampton Business Park

Northampton

NN4 7YJ

Tel: 01604 620426

Email: [ceo@ciwm.co.uk](mailto:ceo@ciwm.co.uk)

Together, we stand for a world beyond waste