

Road Safety Authority

Conflicts of Interest Policy for Board Members

January 2024



1. Introduction

This is the Conflict of Interest Policy for Board Members of the Road Safety Authority. The Code was approved by the Board, taking account the implications of the Ethics in Public Office Act, 1995 and 2001 and the guidelines set out by the Standards in Public Office Commission.

2. Purpose

In their capacity as Board members of the Road Safety Authority (RSA), the members of the Board must at all times act in the best interests of the RSA. The purpose of this policy is to inform the Board about what constitutes a Conflict of Interest, to help the Board identify instances where Conflicts of Interest occur, what procedure the Board needs to follow when a Conflict of Interest does happen and help ensure conflicts of interest can be avoided insofar as is possible. In the adherence and execution of this policy the Board will comply with the Conflict of Interest provisions as set out in the Code of Practice for the Governance of State Bodies.

Conflicts may create problems as they can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of the Road Safety Authority
- Risk the impression that the Authority has acted improperly.

The aim of this policy is to protect the RSA, the Board and individual Board members from any appearance of impropriety.

In the first instance Board members are asked to comply with the Disclosure of Interests Policy (aligned to the Ethics in Public Office Act 1995 and per the guidelines of the Standards in Public Office Commission), to complete the disclosure of registrable interests form truthfully and comprehensively on an annual basis, and to inform the Board Secretary or Chairperson when there are any material changes in their interests which might constitute a conflict per the definition in this policy.

This policy should be read in conjunction with the Code of Conduct Policy for Board members and the Governance Manual.



Where Conflicts of loyalty do occur, the procedure as set out in Section 4 of this policy document must be followed.

Board members should also refer to the Code of Conduct Policy for Board members to understand where conflicts of interest or loyalty are concerned and to fully understand all protocols expected to be followed by them.

3.3 Directorships;

While there is no objection to retaining existing directorships or taking up new directorships or Board positions, Board members will disclose to the Board any pending directorship appointment prior to formally taking up such appointments.

4. Conflict of Interest Procedure

Disclosure of Conflicts of Interest will be a standing item on the Agenda for routine Board and committee meetings.

- 4.1 In any matter for consideration before the Board, where a Board member believes that a conflict may arise affecting him/her personally, unless otherwise generally disclosed, he/she shall disclose such conflict to the Board or Committee before the issue is considered by the Board or Board Committee.
- 4.2 The Board member will leave the room and remain absented from the discussion until asked to return by the Secretary, when the Board or Committee has moved onto the next agenda item.
- 4.3 For matters for decision with an absent (conflicted) member, the Chairperson must confirm that a quorum is present to enable a formal vote be taken. The absented member does not form part of the quorum.
- 4.4 All decisions under a conflict of interest will be recorded by the Secretary and reported in the minutes of the meeting. The minutes will record:
 - The nature and extent of the conflict
 - A brief outline of the discussion
 - The actions taken to manage the conflict.

All Conflicts of Interest noted at Board and Committee meetings, will be documented in a Board members' Register of Conflicts Recorded, which will be maintained by the Board Secretary.

The Board will monitor instances of Conflicts of Interest and If ongoing Conflicts of Interest arise at Board or Committee level, the Board shall determine if consideration needs to be given to changing the membership of the Board or Committees.

Where instances of Conflicts of Loyalty occur, they will be treated as a Conflict of Interest and the same procedures as set out in 4.1 to 4.6 above will be applied.



5. Post Resignation / Retirement

Under the Code of Business Conduct for Board Members, departing Board members are obligated to not take up any contract of employment where a potential conflict of interest arises, for a period of 12 months after their tenure or appointment has ceased.

6. Policy Review Date and Board Approval

This Conflict of Interest Policy was last updated in November 2020.

7. Next Policy Review Date

This policy is next scheduled for review in March 2024

