



VRA®
CERTIFICATION

UK Vehicle Recycler Certification Scheme

CONFLICT OF INTEREST POLICY & DECLARATION OF INTERESTS FORM

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VRA CERTIFICATION LTD

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1 INTRODUCTION

- 1.1.1 In order for the Technical Advisory Committee of the VRAC to operate in an objective and impartial manner, it is important that all Committee Members strive to avoid any conflict of interest between the interests of the VRAC on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.
- 1.1.2 This policy sets out the VRAC's policy towards managing any actual or potential conflicts of interest.
- 1.1.3 This policy is meant to supplement good judgment, and Committee Members should respect its spirit as well as its wording.

2 PURPOSE

- 2.1.1 The purpose of this policy is to protect the integrity of the VRAC's decision-making process, to enable our stakeholders to have confidence in our integrity, as well as protecting the integrity and reputation of all committee members. It sets out requirements for registering Committee Members' interests and declarations at meetings.

3 REGISTERING COMMITTEE MEMBERS' INTERESTS

- 3.1.1 Committee Members shall complete a Declaration of Interests Form (see section 6) at least annually, or whenever there is a change in a Member's interests, whichever is the sooner.
- 3.1.2 Completed forms shall be sent to the Chair and shall form the Register of Members' Interests.

4 DECLARATION OF INTERESTS AT MEETINGS

- 4.1.1 Members shall disclose any interests in a discussion or decision where there may be a conflict between the VRAC's best interests and the Committee Member's interests.
- 4.1.2 Any such disclosure and the subsequent actions taken shall be noted in the minutes.
- 4.1.3 After disclosure, the Committee Member may be asked to leave the room/online forum for the discussion and may not be able to take part in the decision depending on the judgement of the other Committee Members present at the time.

5 REVIEW

- 5.1.1 This policy statement shall be reviewed by the Technical Advisory Committee annually.

6 DECLARATION OF INTERESTS FORM

INTEREST	NATURE OF RELATIONSHIP AND/OR CONFLICT OF INTEREST

Name
Company & position
Signature
Date