



Conflict of Interest Policy **IWGB Legal department**

The IWGB is a fast growing union which aims at developing worker density in workplaces. Whilst the Union's intention is for the membership to stay united in these workplaces, there might be situations where members of the union working in the same workplace might want to initiate actions against one another for various reasons and will contact the legal department to do so.

This policy is intended to act as guidance to the legal department members of staff when members of the legal department are asked to act on behalf of different members in the same case.

1. In the first instance members of the legal department will assess whether any of the members is in breach of the members code of conduct (<https://iwgb.org.uk/page/code-of-conduct>) and whether the matter needs to first be escalated to the disciplinary subcommittee.
2. If the members of staff do not believe any member to be in breach of the members code of conduct, they will contact the Chair of the relevant Branch for the Branch Committee to explore with the members the option of mediation as an alternative dispute resolution mechanism.
3. If the members agree to start a mediation process, the chair of the Branch will contact the Union's HR advisor to seek guidance on how to conduct the mediation process.
4. In the event that one of the members refuses to engage in the mediation process, the matter will be referred back to the Legal Department and the Head of Legal will assign different caseworkers to deal with the members' cases. As soon as practicable, both caseworkers should be told of each other's involvement in a case.
5. The Caseworkers will be appointed different supervisors to advise on the conduct of the case and they will ensure that they do not share any information, advice or paperwork between them.
6. Both caseworkers will preserve each members' confidentiality and ensure they provide independent advice in the following manner:
 - a. When necessary, in order to maintain client confidentiality, telephone calls will be taken away from the union's main office room.
 - b. The supervisors of the caseworkers will ensure that documents are kept confidential to the caseworker working on the case.
 - c. Caseworkers on opposite sides in a case will not discuss the matter with each other, unless asked by the members to do so.
 - d. Caseworkers will exercise discretion in discussing the matter with any other member of the Legal Department and the union and will maintain member confidentiality in the course of any such discussions.

- e. Every member of the Legal Department has their own individual email address and account and those emails are not available for inspection by other members of the staff. Emails received in relation to a case involving more than one member of the Legal Department are not to be left open when caseworkers are away from their desks.
- f. All caseworkers should ensure strict control over papers relating to the case to avoid accidental observation by the other caseworker. If members share a room with the other caseworker, they are responsible for ensuring that all papers pertaining to that care are kept strictly secured.