

Conflict of Interest Policy and Procedures

PURPOSE

The Charity Conflict of Interest Policy refers to any case where an employee's personal interest might contradict the interest of the Charity. This is an unwanted circumstance as it may have heavy implications on the employee's judgement and commitment to the Charity, and by extension to the fulfillment of their role.

This policy will outline the rules regarding conflict of interest and the responsibilities of employees and the Charity in resolving any such discrepancies.

SCOPE

This company conflict of interest policy applies to all prospective or current staff, as well as persons acting on behalf of the Charity.

POLICY

The Charity is committed to promoting mutual trust to preserve the interests of staff; we expect staff to act only towards the Charity's fundamental interests.

Conflict of interest may occur whenever a member of staff's interest in a particular subject may lead them to actions, activities or relationships that undermine the Charity and may place it at a disadvantage.

This situation may take many different forms that include, but are not limited to, conflict of interest examples:

- Staff's ability to use their position with the Charity to their personal advantage.
- Staff engaging in activities that will bring direct or indirect profit to another Charity working in the same field.
- Staff using connections obtained through the Charity for their own purposes.
- Staff using charity equipment or means to support an external organisation.
- Staff acting in ways that may compromise the Charity's legality (e.g. taking bribes or bribing representatives of legal authorities).

The possibility that a conflict of interest may occur can be addressed and resolved before any actual damage is done. Therefore, when an employee understands or suspects that a conflict of interest exists, they should bring this matter to the attention of the CEO / Chair of Trustees so corrective actions may be taken.

All conflicts will be resolved as fairly as possible, noting the Chair has the responsibility of the final decision when a solution cannot be found.

In general, employees are advised to refrain from letting personal and/or financial interests and external activities come into opposition with the Charity's fundamental interests.

Gifts

Noting the staff and volunteer very often go above and beyond in helping individual people, no gifts offered to any volunteer or member of staff from anyone should be accepted in the first instance.

All gifts from members should be reported to the CEO who will decide if they meet a minimum limit. A register will be kept of all gifts received to ensure no patterns emerge.

All gifts from anyone else should be reported to the CEO and they will be handled on a case-by-case basis by the CEO with the help of the Chair and recorded on a register.

Disciplinary Consequences

In cases when a conflict of interest is deliberately concealed or when a solution cannot be found, disciplinary action may be taken per our disciplinary policy, and may result in termination of employment.

Sue Bungey

Chair of Trustees

Dates June 2026