

# **Conflict of Interest Policy**

## **Aim**

Youth@Heart is committed to ensuring that its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour or disadvantage any individual or organisation connected with the charity.

## **Definition**

A 'conflict of interest' arises when the best interests of an individual trustee, or employee are, or could be, different from the best interests of the charity itself. This may be something that affects the trustee, or employee, directly, or indirectly, through a family member, friend or business partner.

## **Objective**

It is the objective of Youth@Heart to:

Ensure that every trustee, or employee, understands what constitutes a conflict of interest and reinforce that each individual has a responsibility to recognise and declare any conflicts that might arise.

Document the conflict and the action(s) taken to ensure that the conflict does not affect the decision making, future, or reputation of the organisation.

## **Context**

Trustees and employees have a duty to put the best interests of the charity first and to safeguard the assets and reputation of said charity. By law, trustees must not receive any benefit from the charity, either directly or indirectly, in return for any service they provide unless they have express legal authority to do so. Trustees and/or friends may receive services from the charity, but they must receive them on exactly the same terms and basis as anyone else.

**Overall Responsibility for avoiding any conflict of interest within Youth@Heart rests with: The Trustees**

## Conflict of Interest Procedure:

When a trustee, or employee, identifies that they may have a potential conflict of interest they must:

- Declare it as soon as they become aware of it.
- Ensure it is entered in the conflict of interest register (ongoing conflicts), and/or minuted in the appropriate board papers (one-off conflicts).
- Not take part in any board discussions relating to the matter.
- Not take part in any decision making related to the matter.
- Not be counted in the quorum for decision making related to the matter.
- In the interests of frank and open discussion, a trustee, or employee, affected by a conflict of interest must leave the room while related discussion / decision making is taking place, unless there is good reason for them to stay.

The minutes should state:

- The declared conflict.
- That the trustee/employee left the room, or the reason they were asked to stay.
- That the trustee/employee took no part in discussion or decision making on the matter
- That the meeting was quorate (not counting the affected trustee/employee).
- Any other actions taken to manage the conflict.
- If a trustee/employee is unsure what to declare, they should err on the side of caution and discuss the matter with the Chairman for confidential guidance.

**This Conflict of Interest Policy**, and the Procedures detailed above were agreed and minuted at a meeting of the Board of Trustees on:

Name:.....

Signed:.....

Date:.....

<b>Review Date</b>	<b>April 2020</b>
<b>Reviewed By</b>	<b>Trustees</b>

