



# Conflict of Interest Policy

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<b>Approved by:</b>	<b>Board of Trustees</b>
<b>Drafted by:</b>	<b>Justin Watson</b>
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# Conflict of Interest Policy

## 1. Introduction

1.1 All staff, volunteers, and trustees of Young Manchester will strive to avoid any conflict of interest between the interests of the Organisation 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.

## 2. Policy Purpose and Scope

2.1 The purposes of this policy are to protect the integrity of the Organisation's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and trustees.

2.2 Conflicts of interest can take different forms and do not have to come in the form of financial gain. Examples of conflicts of interest include:

- A trustee who is related to a member of staff and there is a decision to be taken on staff pay and/or conditions;
- A trustee who is also on the board of another organisation that is competing for the same funding;
- A trustee who has shares in a business that may be awarded a contract to do work or provide services for the Organisation.

## 3. Disclosure

3.1 Upon appointment, each trustee, staff member and volunteer will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

3.2 During meetings or activities, trustees, staff members and volunteers will disclose any interests in a transaction or decision where there may be a conflict between the Organisation's best interests and the individual's best interests or a conflict between the best interests of two organisations that the individual is involved with.

3.3 Where a potential conflict of interest is disclosed, remaining trustees will either:

- authorise the conflict; or
- not authorise the conflict

3.4 Where the conflict is not authorised, individuals understand that they will be asked to leave the room for the discussion and will not be able to take part in the decision nor vote on the matter.

3.5 Any such disclosure and the subsequent actions taken will be noted in the minutes.

3.6 This policy is meant to supplement good judgement; as such staff, volunteers and trustees should respect its spirit as well as its wording.

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3.7 Good practice recommends that all disclosures of interest are publicly declared and these may be found on the Young Manchester website and updated annually to reflect any changes or additions. Please note, this annual update should not prevent staff, volunteers and trustees from making any new disclosures and declarations as and when they gain new interests.