



Conflict of Interest Policy

This document consists of:

- Introduction and purpose of the policy
- Procedures
- Board meetings

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Responsible person: W Benson

Signed:

Date

Introduction and purpose of the policy

All staff, volunteers, and directors of Kids Kabin will strive to avoid any conflict of interest between the interests of the Kids Kabin 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.

The purpose of this policy is to protect the integrity of the Kids Kabin'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 directors.

A conflict of interest is a situation where your interests, relationships, influences or activities may conflict or otherwise compromise (1) your obligations to Kids Kabin (2) the interests of Kids Kabin or (3) your ability to make objective and responsible decisions on behalf of Kids Kabin.

Examples of conflicts of interest include:

1. A director who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
2. A director or member of staff who is also on the Board of another organisation that is competing for the same funding.
3. A director or member of staff who has personal interest in a business that may be awarded a contract to do work or provide services for the organisation.
4. A director or member of staff on a recruitment panel knows a candidate on a personal or professional basis.

Procedures

Upon appointment each director or member of staff will make a full, written disclosure of actual or potential conflicts of interest to the Chair or the Manager respectively. Further to this, staff members, international volunteers and directors will be asked to complete a disclosure form every year so that any conflicts of interest arising through the year may be recorded.

During the period that a director or member of staff is appointed they will promptly notify the Chair or Manager respectively in writing of actual or potential conflicts of interest as they arise.

If a conflict of interest is disclosed, the Chair (in the case of directors) and the manager (in the case of members of staff) will make a decision on further action to be taken to mitigate the actual or potential conflict of interest.

The Chair and the Manager will maintain a written register of conflicts of interest that are declared by both staff and directors and any action taken in mitigation.

All written records will be created, maintained and destroyed in accordance with the Data Protection Act.

Board meetings

At the beginning of the meeting the Chair will ask whether any Board member or member of staff in attendance has a conflict of interest in any item of discussion on the agenda.

If there is a conflict of interest the relevant Director or member of staff will be asked to leave the meeting for part or all of the discussion, at the discretion of the Chair of the meeting.