

MySmallHelp UK charity no. 1123830 ('MSH')

Conflict of Interest Policy – updated to 2 September 2018

All trustees, staff, volunteers, and management of MSH will strive to avoid any conflict of interest between the interests of the charity 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 MSH'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 committee members.

Examples of conflicts of interest include:

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

Upon appointment each trustee or other team member 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.

In the course of MSH meetings or activities, trustees or other team members will disclose any interests in a transaction or decision where there may be a conflict between the organisations best interests and the trustee or team member's best interests or a conflict between the best interests of two organisations that the individual is involved with.

After disclosure, the trustee or team member may be asked to leave the room for the discussion and may not be able to take part in the decision, depending on the judgement of the trustees that are not conflicted. Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and trustees, staff, volunteers and management committee members should respect its spirit as well as its wording.