



## Youth Work Provision in South West Edinburgh

### Conflict of Interest Policy

This policy protects the reputation of our organisation. It means people can trust board members of The WHY Project to make fair decisions.

All trustees of The WHY Project have a duty to act in the best interests of The WHY Project and our beneficiaries when making decisions.

As trustees we will avoid any conflicts of interest or loyalty (actual and perceived) between the interests of The WHY Project] and our own personal, professional, and financial interests.

Examples of a conflict of interest include;

- A trustee who is employed by another organisation, competing for the same funding/contracts.
- A trustee who is related to or in a relationship with a member of staff where a decision is being made about staff pay and conditions.
- A trustee who has a financial interest in a business that may do work or provide services for our organisation.
- A trustee who is also a service user where a decision is being made about introduction of fees.

Each trustee will record details of any conflict of interest when they are appointed. This Register of Interests will be updated annually.

Declaration of conflict of interest will be a standard agenda item.

Trustees will identify and disclose any conflict of interest at the start of a meeting. The trustee will then either:

\*A: Withdraw from the discussion, and not take part in the decision/vote

OR

\*B: Withdraw from the discussion, and may not be able to take part in the decision/vote, depending on the judgement of the other trustees present at the time

\*Choose which option you prefer

The disclosure of a conflict of interest and the actions taken will be noted in the minutes.

Document version control

<b>Version number</b>	<b>Change or update</b>	<b>Author or owner</b>	<b>Date</b>
1.0	First version	Sabrina Tickle	21.03.2023