

CONFLICT OF INTEREST POLICY

Inclusion Hampshire believes that it is the duty of all staff to avoid any personal and prejudicial conflicts of interest between the interests of Inclusion Hampshire and its service users on the one hand, and their personal, professional, and business interests on the other. This includes avoiding actual conflicts of such interests as well as the perception of such conflicts.

The purpose of this policy is to protect the integrity of Inclusion Hampshire's decision-making process, to enable its service users and stakeholders to have confidence in its integrity, and to protect the integrity and reputation of the staff.

This policy is meant to supplement good judgment, and staff should respect its spirit as well as its wording.

Examples of a personal and prejudicial conflicts of interest:

1. A Manager who has an input into pay decisions for staff is related to a member of staff affected by that decision.
2. A Trustee who is also a Trustee or works for another organisation that is competing for the same funding.
3. A volunteer who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

Action to be taken to avoid personal and prejudicial conflict of interest:

1. Upon appointment each staff member shall make a full, written disclosure of any personal 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.
2. In the course of any meeting where they have to take part in decision making, staff members shall disclose any personal interest which could be prejudicial to any of the decisions to be made. Normally this shall be done at the beginning of the meeting for items on the Agenda or immediately the staff member realises he has a personal and prejudicial interest in a non Agenda item under discussion.
3. Following such a disclosure the staff member shall take no further part in any discussion in the item and shall leave to room while the item is discussed.
4. Any such disclosure and the subsequent actions taken will be noted in the minutes of the meeting.

Policy Implementation

The Chief Executive is responsible for ensuring the implementation of this policy and that regular reviews take place.

The DSL is responsible for ensuring updates pertaining to safeguarding are passed to the Chief Executive to be written into this policy.

All staff have a responsibility to adhere to this policy and will be made aware of this policy as part of their induction, supervision and on-going training.

Failure for staff to act in line with this policy will result in disciplinary action.

Policy Release and arrangements for review

This policy was approved by the Trustees on17th January 2019

This policy will be reviewed in two years, but may be reviewed earlier if deemed appropriate by the Chief Executive or Trustees.

This policy will be due for review onJanuary 2021

Signed*AS Minswell-Beech*..... Position: Chair of Trustee Board