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| **Written By** | **Date** | **Approved by** | **Date** | **Review Date** |
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# **Employee conflict of interest policy: The Melton Learning Hub**

## **Policy brief & purpose**

Our charities **Conflict of Interest Policy** refers to any case where an employee’s/ Directors personal interest might contradict the interest of the charity they work for. This is an unwanted circumstance as it may have heavy implications on the employee’s judgement and commitment to the charity, and by extension to the realisation of its goals.

This policy will outline the rules regarding conflict of interest and the responsibilities of employees, Directors and the charity in resolving any such discrepancies.

## **Scope**

This charity conflict of interest policy applies to all prospective or current employees and Directors of the charity, as well as independent contractors and persons acting on behalf of the charity.

## **Policy elements**

The relationship of the charity with its employees and Directors should be based on mutual trust. As the charity is committed to preserve the interests of people under its employment, it expects them to act only towards its own fundamental interests.

Conflict of interest may occur whenever an employee’s or directors interest in a particular subject may lead them to actions, activities or relationships that undermine the charity and may place it to disadvantage.

### **What is an Employee or Director conflict of interest?**

This situation may take many different forms that include, but are not limited to, conflict of interest examples:

* Employees’ / Directors ability to use their position with the charity to their personal advantage
* Employees/ Directors engaging in activities that will bring direct or indirect profit to a competitor
* Employees/ Directors owning shares of a competitor’s stock
* Employees/ Directors using connections obtained through the charity for their own private purposes
* Employees/ Directors using charity equipment or means to support an external business
* Employees/ Directors acting in ways that may compromise the charities legality (e.g. taking bribes or bribing representatives of legal authorities)

The possibility that a conflict of interest may occur can be addressed and resolved before any actual damage is done. Therefore, when an employee/ director understands or suspects that a conflict of interest exists, they should bring this matter to the attention of their line manager so corrective actions may be taken. Line Managers must also keep an eye on potential conflict of interests of their subordinates. Directors should bring any potential conflict of Interest to the attention of the Board of Directors at the earliest opportunity. Directors will complete a register of Interest on a yearly basis. This will be held by the Financial Officer for the charity.

The responsibility of resolving a conflict of interest starts from the immediate line manager and may reach senior management. All conflicts of interest will be resolved as fairly as possible. The Centre Manager should report issues to the Board of Directors for the final decision when a solution can not be found.

In general, Employees and Directors are advised to refrain from letting personal and/or financial interests and external activities come into opposition with the charities fundamental interests.

Note: *The same principles apply to the charity in regards to its clients. When applicable, we are committed to not offer services or form partnerships with companies who are in direct competition with one of our existing clients.*

## **Disciplinary Consequences**

In cases when a conflict of interest is deliberately concealed or when a solution can not be found, disciplinary action may be invoked up to and including termination.

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