

## **Introduction**

All staff, volunteers, sessional workers and Trustees of The Lighthouse Centre (TLC) will strive to avoid any conflict of interest between the interests of TLC 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 TLC's decision-making process, to enable stakeholders to have confidence in the integrity of TLC, and to protect the integrity and reputation of volunteers, staff and Trustees.

What is a Conflict of Interest?

“A conflict of interest is any situation in which a Trustee's personal interests, or interests which they owe to another body, and those of the charity arise simultaneously or appear to clash. The issue is not the integrity of the person concerned, but the management of any potential to profit from a person's position within TLC, or for a person to be influenced by conflicting loyalties. Even the appearance of a conflict of interest can damage the charity's reputation, so conflicts need to be managed carefully.”

## **Handling a Conflict of Interest**

### **a. Employees and Volunteers**

Should an employee or volunteer believe there might be a conflict of interest, they should discuss this in the first instance with TLC manager.

The TLC as a charity may challenge staff/volunteers/session workers/trustees about any external activities/behaviours the charity believe to be a conflict of interest.

### **b. Trustees**

In accordance with the charities Trust Deed, in the course of meetings or activities, Trustees will disclose any interests in a transaction or decision where there may be a conflict between the TLC's best interests and the Trustee's best interests or a

conflict between the best interests of two organisations that the Trustee is involved with. If in doubt, the potential conflict must be declared anyway and clarification sought. In the case of a conflict of interest arising for a Trustee because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the memorandum or the articles, the “unconflicted” Trustees may authorise such a conflict of interests where the following conditions apply:

- 1.**The Charity Commission’s permission is sought before a benefit for a Trustee may be authorised that isn’t otherwise authorised in the Memorandum of Articles or already authorised in writing from the Commission;
- 2.**The Trustee who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
- 3.**The Trustee who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Trustees is present at the meeting;
- 4.**The other Trustees who have no conflict of interest in this matter consider it is in the interests of the charity to authorise the conflict of interest in the circumstances applying. Any such disclosure and the subsequent actions taken will be noted in the minutes. For all other potential conflicts of interest the advice of the Charity Commission will be sought and the advice recorded in the minutes. All steps taken to follow the advice will be recorded. This policy is meant to supplement good judgment, and staff, volunteers and Trustees should respect its spirit as well as its wording.

Date Adopted: \_\_\_\_\_ 1 June 2021