

Conflict of Interest Policy for The Forest of Hearts

All staff, volunteers, and Directors and Trustees of The Forest of Hearts will strive to avoid any conflict of interest between the interests of the Organisation 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 purposes of this policy is to protect the integrity of the Organisation's decision-making process, to enable stakeholders to have confidence in the organisation's integrity, and to protect the integrity and reputation of volunteers, staff, trustees and Directors.

Examples of conflicts of interest include:

- 1 A Director or Trustee who is related** to a member of staff and there is decision to be taken on staff pay and/or conditions at a committee meeting.
- 2 A Director or Trustee who is also on the committee of another organisation that is competing for the same funding.
- 3 A Director or Trustee who has shares in a business that may be awarded a contract to do work or provide services for the organisation or is a director, partner or employee or related to someone who is**.

Upon appointment each Director or Trustee 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 annually or as appropriate.

In the course of meetings or activities, Directors and Trustees will disclose any interests in a transaction or decision where there may be a conflict between the organisations' best interests and the Director or Trustee's best interests or a conflict between the best interests of two organisations that the Director or Trustee is involved with. If in doubt the potential conflict must be declared anyway and clarification sought.

In the case of a conflict of interests arising for a Director or 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 directors 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 Director or 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 Director or 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 Directors is present at the meeting;
4. The other Director or 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.
5. 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 Directors should respect its spirit as well as its wording.

Monitoring of Conflict of Interest Policy

This policy is reviewed on an annual basis. This policy was adopted at the Meeting of FOREST OF HEARTS's Directors held on 12th October 2022 and will be reviewed in 2024

** A relative may be a child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the Director or Trustee or any person living with the Director or Trustee as his or her partner'