

Conflict of Interest Policy

The Mlambe Project





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Conflicts of Interest Policy

This policy applies to all trustees.

Why we have a policy

Trustees have a legal obligation to act in the best interests of The Mlambe Project, and in accordance with The Mlambe Project's governing documents, and to avoid situations where there may be a potential conflict of interest. [Staff and volunteers have similar obligations].

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of The Mlambe Project. Such conflicts may create problems; they could:

- inhibit free discussion
- result in decisions or actions that are not in the interests of The Mlambe Project
- risk the impression that The Mlambe Project has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

The declaration of interests

Accordingly, we are asking trustees to declare their interests, and any gifts or hospitality offered and received in connection with their role in The Mlambe Project. A declaration of interests form is provided for this purpose, listing the types of interest you should declare. To be effective, the declaration of interests needs to be updated at least annually, and when any material changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Policy Director, Andrew Phillips, for confidential guidance. This register of interests shall be used to record all gifts of a value over £50 and hospitality over £100 received by the trustees and staff. Interests and gifts will be recorded on the charity's register of interests, which will be maintained by Lucy Ifould. The register will be accessible by all charity trustees and directors.

Data protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998.

What to do if you face a conflict of interest

If you believe you have a perceived or real conflict of interest you should:

- declare the interest at the earliest opportunity
- withdraw from discussions and decisions relating to the conflict.

In the event of a conflict of interest, The Mlambe Project will:

- carefully minute the conflict, its nature and extent
- ensure the interested party is not given access to information that puts them in an untenable position
- take all possible steps to mitigate the conflict.

Where a trustee benefits from a decision arising from a conflict, this will be reported in the annual report and accounts in accordance with the current Charities SORP. All payments or benefits in kind to trustees will be reported in the charity's accounts and annual report, with amounts for each trustee listed for the year in question.

The Legal Requirements

The Charities SORP 2005 requires the full disclosure of all 'related party' transactions with any third party that may inhibit the charity being able to pursue its separate interests. The Charity Commission strongly recommends that all trustee payments should be disclosed in an appropriate manner.

Declaration

I as trustee of The Mlambe Project have set out below my interests in accordance with the organisation's conflicts of interest policy.

Category	Details of Interest
Current, Previous, or future employment	
Appointments (voluntary or otherwise)	
Investments	
Gifts/Hospitality	
Do you use The Mlambe Project's services?	
Any other conflicts	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Signed:

Position:

Date: