



## Conflicts of Interest Policy

### **Purpose**

The purpose of this policy is to protect the integrity of New Beginnings Reading decision-making process, to enable our supporters and partners to have confidence in our integrity, and to protect the integrity and reputation of employees and volunteers (including trustees).

### **Policy Statement**

All employees and volunteers of New Beginnings Reading will strive to avoid any conflict of interest between the interests of New Beginnings Reading on 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.

### **Conflicts of Interest**

Examples of conflicts of interest include:

1. An employee or volunteer who is related to a member of staff and there is a decision to be taken on staff pay and/or conditions.
2. An employee or volunteer who is also working for another organisation that is competing for the same funding/supporters/partners.
3. An employee or volunteer who has a vested interest in a business that may be awarded a contract to do work or provide services for New Beginnings Reading.

Upon appointment, each employee and volunteer 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 as appropriate.

In the course of meetings or activities, employees and volunteers will disclose any interests in a transaction or decision where there may be a conflict between New Beginnings Reading best interests and their interests or a conflict between the best interests of two organisations that they are involved with.

After disclosure, employees or volunteers may be asked to leave the room for a discussion and may not be able to take part in the decision depending on the judgement of the others present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

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

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Owner: Chairperson

Date of last review: October 2020

Date of next review: October 2021