

Christian Prison Resourcing

Conflict of Interest Policy

1. Purpose and general policy

1.1. The purposes of this conflict of interest policy is to:

- Protect the integrity of **Christian Prison Resourcing's** decision making process;
- Provide a level of confidence to external parties and other stakeholders;
- Protect the integrity and reputation of volunteers, staff and **trustees**.

1.2. A conflict of interest arises where there is a possibility that a **trustee's** personal or wider interests could influence the **charity's** decision making process.

1.3. Recognising that conflicts of interest, whether real or perceived, can be damaging to the **charity** our policy is:

- To, wherever possible, avoid situations where a conflict might arise;
- Where conflicts of interest do arise, to ensure that these are fully disclosed and suitably managed so that they do not in any way influence the decision making process of the **charity**;

2. Managing conflicts of interest

2.1. Where a **trustee** recognises that they have a conflict of interest, they must declare it immediately. Some examples of conflicts of interest include a **trustee**:

- Who is also on the committee of another charity that is competing for the same funding.
- Who is related to a staff member when there is a discussion on staff pay or conditions;
- Who is related to a person that is being considered for a gift or grant;
- Who works for another charity which is being considered as a recipient of a grant;
- Who has interests in a commercial business which is under consideration to carry out work or to provide services for the **charity**.

2.2. Trustees will be asked to declare potential conflicts of interest relating to matters on the agenda at the start of a trustee meeting.

2.3. Once a trustee declares a conflict of interest, they can take no further part in any discussions related to that matter. Any exceptions to this must be unanimously agreed by the board of trustees.

2.4. At the request of any other **trustees** the conflicted **trustee** can be asked to leave the room whilst the conflicted matter is under discussion.

2.5. A conflicted **trustee** cannot vote or be included when considering whether there is an appropriate quorum of **trustees**, and cannot seek to influence other **trustees**.

2.6. Where a conflict of interest has been disclosed, the disclosure itself, and any subsequent actions taken should be fully recorded in the minutes of the **trustees** meetings.

3. Register of Interests

- 3.1. Upon appointment, trustees shall be asked to complete a Register of Interests. Registers shall be updated annually. Additionally, trustees are responsible for updating their register when any changes occur to any interests previously declared.

4. Adoption of this policy

- 4.1. The **trustees of Christian Prison Resourcing** formally accepted this policy at the **trustees** meeting held on **4 December 2023**.