

ASET Conflict of Interest Policy

All staff, contractors and trustees will strive to avoid any conflict of interest between the interests of the organisation; and personal, professional, and business interests. 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 ASET's decision-making process, to enable our members and the wider public to have confidence in us and how we conduct our business, and to protect the integrity and reputation of staff, contractors and trustees.

Examples of conflicts of interest include:

- 1 A trustee who is also an individual member may be faced with a decision in a committee meeting regarding whether fees for membership should be increased.
- 2 A trustee who is related** to a member of staff and there is a decision to be taken on staff pay and/or conditions at a committee meeting.
- 3 A trustee who is also on the committee of, or close affiliate of, another organisation that is competing for the same funding, business or market share.
- 4 A trustee who has shares in a business that may be awarded a contract to do work or provide services for ASET, or is a director, partner or employee or related to someone who is**.
- 5 A trustee who is involved in developing an ASET policy or opportunity that would favour the institution that employs them.
- 6 A trustee whose employment means that they may not be able to represent ASET, or be involved in certain decisions without compromising their contract of employment.

Upon appointment each 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, trustees will disclose any interests in a transaction or decision where there may be a conflict between ASET's best interests and the trustee's best interests or a conflict between the best interests of ASET and another organisation 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 of Articles, the remaining trustees may authorise such a conflict of interest 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.
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, contractors and trustees should respect its spirit as well as its wording.

Date Adopted:

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

Trustee Declaration Form



Name:

Date appointed to ASET:

Post held / responsibilities:

Employing organisation:

Person or organisation	Nature of relationship and/or nature of conflict of interest

Signed:

Date:

Please complete and return to the ASET Office. These forms will be updated and noted annually, at the December Executive Meeting of the Trustees.