

Teens Unite Conflict of Interest Policy

Reviewed January 2021

Teens Unite Conflict of Interest Policy

Teens Unite values the relationship it has with employees and Trustees, and bases these on mutual trust.

Conflict of interest may occur when the interest of an employee or Trustee, in a given subject field, may lead them to actions, activities or relationships that undermine the Charity and potentially place it in a position of disadvantage.

This policy sets out the position of the Charity regarding conflict of interest and the responsibilities of employees, Trustees and the Charity in resolving such discrepancies.

For the purpose of this policy, a “conflict” is considered when employees or Trustees

- use their position within the Charity to their personal advantage
- disclose information about the Charity or their activities to any other Charity with which they have a connection
- use connections made through the Charity for their own private purposes
- use the Charity’s equipment or means to support an external business
- act in ways that may compromise the Charity’s legality (see separate bribery policy)

The possibility that a conflict of interest may occur can be addressed and resolved before any damage is done. It is, therefore, imperative that when an employee/Trustee understands or suspects that a conflict of interest exists, they bring it to the attention of the Chief Executive Officer so that corrective action may be taken.

For Teens Unite, the responsibility of resolving a Conflict of Interest is that of the Chief Executive Officer who will ensure that all conflicts of interest are resolved as swiftly and as fairly as possible. If conflicts cannot be resolved through this usual procedure, Teens Unite will call on an independent arbitration service.

In the unlikely event that a conflict of interest is deliberately concealed or when a solution cannot be found, disciplinary action may result, this includes the option to terminate employment or remove a Trustee from The Board.

In the event of the Board having to decide upon a question in which a Trustee or employee has an interest, all decisions will be made by vote, with a two thirds majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate.

Trustees may not vote on matters affecting their own interests. They must absent themselves from the discussion.

All decisions under a conflict of interest will be recorded and reported in the minutes of the meeting by the attending member of the Teens Unite management team. The report will record:

- the nature and extent of the conflict;
- an outline of the discussion;
- the actions taken to manage the conflict.

A *de minimis* exemption applies to contracts less than £2500 in value. The Charity will carry out random checks against the register of interest before awarding contracts below this value. If the cumulative value of a series of small contracts exceeds £2500, the Charity will operate the policy used for individual contracts over that sum.

If, as an employee or a Trustee, you have declared a conflict of interest, you must not be involved in the management or monitoring of a contract in which you have an interest. Teens Unite will put in place monitoring arrangements for such contracts to include an independent challenge of bills and invoices, and the opportunity to terminate the contract if the relationship is deemed to be a conflict.

As a general principle, it is advisable that all employees and Trustees refrain from allowing their personal, business, financial interests and external activities come in to opposition with the Charity's fundamental interests.

All Trustees and members of the Teens Unite Team are required to sign a copy of this document to confirm understanding and agreement, and return it to the Chief Executive Officer who will retain a copy in the secure files.

Name:

Signed:

Date: