

Conflicts of Interest Policy

POLICY STATEMENT

Conflicts of interest may arise where an individual's personal or family interests and /or loyalties conflict with those of the Centre . These interests may be financial or emotional . Such conflicts may create problems, as they can :

- inhibit free discussion;
- result in decisions, or actions, that are not in the best interests of the candidate or Centre;
- risk the impression that the Centre has acted improperly .

PURPOSE AND SCOPE

The aim of this policy is to protect the Centre and the individuals concerned from any appearance of impropriety .

What to do if a Conflict of Interest arises:

Whenever a member of the Board of Directors, staff or student has a personal interest in a matter to be discussed at a meeting of the Centre, or in a prospective commercial or financial dealing with an outside body, the individual concerned must, in the case of matters arising at meetings :

- declare an interest at or before discussion begins on the matter;
- withdraw from the meeting for that item unless expressly invited to remain in order to provide information;
- not be counted in the quorum for that part of the meeting;
- withdraw during the vote and have no vote on the matter .

In other dealings where individuals are acting on their own or in collaboration with others outside the context of a meeting, before concluding any arrangement, the matter must be discussed with an appropriate Centre Officer, line manager or students' representative as necessary.

It is an individuals' responsibility to raise concerns relating to conflicts of interest directly with an appropriate person within the Centre . If not sure what to declare, those affected should err on the side of caution and consult at the earliest possible occasion . If a conflict of interest cannot be resolved by discussion the Centre Managing Director will advise the parties .

Data Protection

Document: Conflicts of Interest Policy v 1.0

Owner: Managing Director

Approved By: Board of Directors

Date of Approval: July 2019

Review Date: July 2020

Any information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that members of the Board of Directors and others within the scope of this policy act in the best interests of Organise Happy. The information provided will not be used for any other purpose.

Organise Happy Staff

Conflicts of interests can be financial and non-financial, and a potential gain can be personal or a benefit to someone with a connection to a member of staff. Commitments and obligations can also be compromised. The issue is not the integrity of the member of staff concerned, but the management of any potential to be influenced by conflicting loyalties. Even the appearance of a conflict of interest can damage reputation and so conflicts need to be managed carefully.

The following information provides guidance on the identification and subsequent management of actual, perceived or potential conflicts of interest that may be encountered by members of Organise Happy staff.

Recruitment of new staff

Staff involved in the recruitment and selection process must immediately declare to the Managing Director any conflict or potential conflict of interest, at which point in the interests of fairness to all candidates they will not be permitted to continue to participate. For example, it would not normally be appropriate for a member of staff to be a member of a recruitment panel where an applicant is a member of their spouse's family. Members of staff can seek confidential guidance from the Centre Services Manager or the Managing Director.

Relationships involving a supervisor or line manager

It would normally not be appropriate for members of staff in a direct or indirect management or supervisory role to be involved in management activities relating to the member of staff with whom they have a relationship, for example:

- Authorisation of financial payments or expenses
- Salary payments
- Recruitment, selection or appointment including the provision of references
- Progression and promotion
- Probation

Relationships between members of staff and suppliers

Document: Conflicts of Interest Policy v 1.0

Owner: Managing Director

Approved By: Board of Directors

Date of Approval: July 2019

Review Date: July 2020

Where members of staff have personal relationships with consultants, contractors or suppliers which provide goods or services to the Centre, and they are in a position to influence contracts or the tendering process, such personal relationships must be disclosed to the member of staff's manager. The Centre Services Manager must consult the Managing Director, who will take the matter to the Board of Directors in confidence to determine whether the member of staff should take any part in determining the price or conditions associated with the contract. This duty of disclosure applies equally to any renewal or extension of contracts.

Private work

Members of staff may undertake private work in their own time, but this must not impair the performance of the member of staff's duties nor conflict with the interests of the Centre. Before accepting any work or extending any existing private work members of staff are encouraged to contact their line manager.

Under no circumstances shall stationery (printed or otherwise) bearing the Centre's name, address, letter heading or logo be used in connection with private work.

Gifts, vouchers, points or payments from suppliers

Gifts, vouchers, points or payments received personally by any member of staff from suppliers or their agents as a result of a Centre purchase belong to the Centre rather than to the person placing the order and must be disclosed immediately to the Centre Services Manager. For the avoidance of doubt, low value items (below £10) such as calendars, diaries, pens and mugs may be retained without disclosure. In addition, members of staff should disclose to the Centre Services Manager any preferential prices or discounts offered by suppliers when purchasing goods or services on behalf of the Centre, as these should be announced to other staff responsible for procurement.

Relationships between staff and students

The Centre values good professional relationships between staff and students. These relationships are heavily reliant upon mutual trust and confidence. The Centre does not wish to prevent, or even necessarily be aware of, liaisons between staff and students and it relies upon the integrity of both parties to ensure that abuses of power do not occur. Members of staff can seek confidential guidance from the Centre Services Manager or the Managing Director.

The above list is not exhaustive and there may be other occasions which may pose a real or perceived conflict of interest. Staff have a responsibility to use their judgement and if in doubt discuss the issue with their line manager.

Centre Disciplinary Procedures

Failure to follow the guidance set out in this policy will be considered a serious matter and may lead to disciplinary action under the Centre's disciplinary procedures for staff.

Students

Document: Conflicts of Interest Policy v 1.0

Owner: Managing Director

Approved By: Board of Directors

Date of Approval: July 2019

Review Date: July 2020

Gifts, vouchers, points or payments received personally by any students from suppliers or their agents as a result of a purchase in connection with their role at Organise Happy must be disclosed immediately to the Centre Services Manager in the first instance .

Hospitality of a value over £50 received by any student in connection with their role at Organise Happy should be disclosed to the Centre Services Manager . For the avoidance of doubt, this excludes the receipt of honorariums and / or hospitality associated with giving lectures or presentations at conferences /seminars .