



South London Botanical Institute

Conflict of Interest Policy (version 20.2.18)

All staff, volunteers, and trustees of the South London Botanical Institute (SLBI) will strive to avoid any conflict of interest between the interests of the organisation on the one hand, and personal, professional and business interests on the other. This includes avoiding the perception of conflicts of interest as well as actual conflicts of interest. Trustees have a legal responsibility to put the welfare of the charity first.

The purposes of this policy are to protect the integrity of the SLBI's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of staff, volunteers and trustees.

Examples of conflicts of interest include:

- 1 A trustee who is also a user who must decide whether fees from users should be increased.
- 2 A trustee who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- 3 A staff member who is on the trustee board of another organisation that is competing for the same funding.
- 4 A staff member who has a separate business (or has shares or a family member in a business) that may be awarded a contract to do work or provide services for the organisation eg to provide catering or to run workshops.

Upon appointment each trustee and staff member will complete the attached Conflict of Interest Form to show a disclosure of interests, such as family/professional relationships and other jobs/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, and at the start of each trustees' meeting, trustees, other volunteers and staff will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the individual's best interests or a conflict between the best interests of two organisations with which the individual is involved. After disclosure, the individual 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 other trustees/staff/volunteers present at the time. Any such disclosure and the subsequent actions taken will be noted in the meeting minutes.

In all activities, the decision to award a contract for services which will benefit a staff member, trustee or volunteer, should always be made by another staff member or trustee (not the beneficiary themselves).

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

This policy will be reviewed every 2 years.

Signed on behalf of SLBI Trustees:

Name:

Date: 20.2.18

Date for review: 20.2.20

Conflict of Interest Form

Name of staff member/trustee:

Potential conflict of interest due to:

- 1) Other jobs/posts held
 - a)
 - b)
 - c)

- 2) Relationships to people in business who may be awarded SLBI contracts
 - a)
 - b)
 - c)

- 3) Other reasons:
 - a)
 - b)
 - c)

Signed:

Date: