



## **Conflict of Interest Policy**

The British Porphyria Association (BPA) considers a Conflict of Interest to be a probable occurrence in the running of a charity. Any potential Conflict must be properly declared, acknowledged and managed in a transparent manner, so that it does not impact on the integrity of the BPA or any of the individuals involved.

Our policy is:

- To ensure that trustees and committee members understand what might be considered a Conflict of Interest
- To ensure that trustees and committee members know how to declare a Conflict of Interest
- To ensure that potential Conflicts of Interest are recorded and managed appropriately.

### **Definition of a Conflict of Interest**

Conflicts of Interest usually arise where either:

- there is a potential financial or measurable benefit directly to a trustee or committee member, or indirectly through a connected person
- a trustee or committee member's duty to the charity may compete with a duty or loyalty they owe to another organisation or person.

### **Confidentiality**

All information will be handled sensitively, telling only those who need to know and following any relevant data protection requirements.

### **Responsibility**

Overall responsibility for this policy and its implementation lies with the board of trustees and the executive committee.

### **Review**

This policy is reviewed regularly and updated as required.

Adopted on: Mar 2019

Last reviewed: May 2020

Signed: ..... *J Chamberlayne* ..... Name .....John Chamberlayne.....

Position: .....BPA Chair.....

## **Conflict of Interest Procedure**

### **How to Declare a Conflict of Interest**

If a trustee or committee member has, or thinks they may have, a Conflict of Interest, they must declare it at the earliest opportunity. Conflicts can be declared during meetings or may be sent to the Chairman.

### **How to Record a Conflict of Interest**

Conflicts brought up during meetings should be recorded in the Minutes. The following should be recorded:

- the person(s) involved
- the nature and extent of the Conflict(s) of Interest
- an outline of any discussion
- actions taken to manage the Conflict(s) of Interest.

Conflicts brought up with the Chairman must be recorded in writing or via email.

### **How to Manage a Conflict of Interest**

Where a trustee or committee member has declared an Interest, the committee must decide whether there may be direct benefit to that individual.

Committee members should then decide whether the individual can participate in further discussion on the topic or whether they should withdraw from that discussion.

Decisions shall be made by vote with a simple majority required.