

Naomi's Garden Conflict of Interest Policy

1. Purpose

The purpose of this policy is to protect the integrity of Naomi's Garden by ensuring that all trustees, staff, and volunteers act in the best interests of the charity. This policy provides guidance on identifying, declaring, and managing conflicts of interest.

2. Scope

This policy applies to all trustees, employees, and volunteers involved in decision-making processes within Naomi's Garden.

3. Definition of Conflict of Interest

A conflict of interest arises when an individual's personal interests, or those of a close relative or associate, may interfere with their ability to make fair and objective decisions on behalf of the charity. This includes, but is not limited to:

- Financial interests in a supplier, partner, or service provider to the charity.
- Personal relationships that could influence decision-making.
- Receiving personal benefits from transactions involving the charity.

4. Identifying and Declaring Conflicts of Interest

- Trustees, employees, and volunteers must disclose any potential or actual conflicts of interest as soon as they arise.
- A register of interests will be maintained, where all declarations will be recorded and updated regularly.
- At the beginning of each meeting, participants must declare any relevant conflicts of interest relating to agenda items.

5. Managing Conflicts of Interest

- If a conflict of interest is declared, the individual may be required to abstain from discussions and decision-making on the affected matter.
- In cases of significant conflict, the individual may need to step aside from their role temporarily or permanently.
- The Board of Trustees will determine the appropriate course of action for managing each conflict.

6. Failure to Declare a Conflict of Interest

Failure to disclose a conflict of interest may result in disciplinary action, including removal from a position of responsibility within the charity.

7. Review and Compliance

- This policy will be reviewed annually to ensure it remains effective and relevant.
- All trustees, employees, and volunteers must confirm their understanding and commitment to this policy upon joining the organization.

Policy Adopted by Trustees on: 15.01.2025

Policy Last Reviewed on: 04.12.2025

Policy Due for Review on: 04.12.2026