



## **Kohima Educational Trust (KET) Conflict of Interest Policy**

1. A 'conflict of interest' arises when the best interests of a Trustee, staff member or contractor are, or could be, different from the best interests of the charity itself.
2. This may be something that affects the individual directly, or indirectly, through a family member or friend or business partner. Examples may be where a grant award, or procurement of goods and services, benefit an individual directly or indirectly, but are not the best use of KET's funds.

### **Statement of Intent**

3. KET is committed to ensuring its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual connected with the charity.

### **Policy**

4. It is the policy of KET to:
  - Ensure, by drawing attention to this policy, that Trustees, staff and contractors understand what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them. This would include any occasion whereby any individual receives commission for an KET-related transaction.
  - Document the conflict and the action(s) taken to ensure that the conflict does not affect the decision making of the organisation.

### **Procedure**

#### **Trustees**

5. When a trustee identifies that they have a potential conflict of interest they must:
  - Declare it as soon as they become aware of it
  - Ensure it is entered in the conflict of interest register (ongoing conflicts) and/or minuted in the appropriate board and committee papers (one-off conflicts)
  - Not take part in any board or committee discussions relating to the matter
  - Not take part in any decision making related to the matter
  - Not be counted in the quorum for decision making relating to the matter

6. In the interests of frank and open discussion, a trustee affected by a conflict of interest must leave the room while related discussion/ decision making is taking place, unless there is a good reason for them to stay.

7. The minutes should state:

- The declared conflict
- That the trustee left the room, or the reason they were asked to stay
- That the trustee took no part in discussion or decision making on the matter
- That the meeting was quorate (not counting the affected trustee)
- Any other actions taken to manage the conflict

8. If a trustee is unsure what to declare they should err on the side of caution and discuss the matter with the Chairman for confidential guidance.

### **Staff and contractors**

9. A conflict of interest is most likely to arise where goods and services are procured, or where committee members influence grant awards.

- Goods and services must be procured to achieve best value for the organisation without bias
- A conflict of interest should be declared, and discussed with the CEO
- The CEO should declare conflict of interest with the Chairman

### **Reviewing Policy**

The KET is committed to reviewing our policy and good practice annually:

This policy was last reviewed on:	
Signed:	
Chairman or CEO:	