

Ìgbà-Dún Conflict of Interest Policy

1. Purpose

The purpose of this policy is to protect the integrity and reputation of Ìgbà-Dún by identifying and managing potential conflicts of interest. This policy aims to ensure that decisions made by trustees, staff, and volunteers are in the best interests of the organization and its mission to promote Yoruba language and culture.

2. Scope

This policy applies to all trustees, staff members, and volunteers of Ìgbà-Dún.

3. Definition of Conflict of Interest

A conflict of interest arises when an individual's personal interests or loyalties could, or could be seen to, prevent them from making a decision in the best interests of Ìgbà-Dún.

4. Types of Conflicts

Conflicts may include, but are not limited to:

- a) Financial interests
- b) Dual loyalties (e.g., involvement with other organizations)
- c) Personal relationships
- d) Professional or academic interests related to Yoruba culture
- e) Receipt of gifts or hospitality

5. Disclosure

- a) All trustees, staff, and key volunteers must complete a Conflict of Interest Register annually.
- b) Any new conflicts that arise must be disclosed as soon as the individual becomes aware of them.
- c) If in doubt, individuals should err on the side of caution and disclose the potential conflict.

6. Procedure for Managing Conflicts

- a) When a conflict is disclosed, it will be recorded in the minutes of the relevant meeting.
- b) The individual with the conflict should not participate in discussions or decisions related to the matter.
- c) In some cases, the individual may be asked to leave the room during relevant discussions.
- d) The Board of Trustees will decide how to manage the conflict, which may include:

- Allowing participation in discussions but not in decision-making
- Excluding the individual from both discussion and decision-making
- Seeking an independent third-party opinion

7. Gifts and Hospitality

a) Gifts or hospitality valued at over £50 must be declared and recorded in the Conflict-of-Interest Register.

b) Gifts or hospitality that could be seen to influence decision-making should be declined.

8. Contracts and Procurement

a) Trustees, staff, or volunteers must not be involved in awarding contracts to themselves or any organization they are involved with.

b) Competitive tendering processes should be used for contracts over £5,000.

9. Trustee Benefits

Trustees can only benefit from Ìgbà-Dún in accordance with the constitution and with the prior approval of the Office of the Scottish Charity Regulator (OSCR) where required.

10. Employment of Connected Persons

The employment of trustees' family members or close associates must be approved by the Board, with the conflicted trustee not participating in the decision.

11. Cultural Expertise and Commercial Interests

Given Ìgbà-Dún's focus on Yoruba culture:

a) Members with professional or commercial interests in Yoruba culture must declare these interests.

b) Such interests will not necessarily prevent participation but must be managed transparently.

12. Compliance

Failure to disclose a relevant interest or comply with this policy may result in disciplinary action.

13. Review

This policy will be reviewed annually by the Board of Trustees to ensure it remains relevant and effective.

14. Related Documents

- Conflict of Interest Register

- Constitution of Ìgbà-Dún
- Code of Conduct

By implementing this policy, Ìgbà-Dún aims to ensure that all decisions are made in the best interests of the organization and its mission.