**Standard Operating Procedure (SOP)**

**Conflict of Interest**

**COI-001-01**

**Purpose**

This Standard Operating Procedure (SOP) outlines the procedures for identifying, managing, and recording conflicts of interest for trustees, employees, members and volunteers of Out There Exeter (the “charity”). The purpose of this SOP is to ensure that the charity operates with the highest standards of transparency, accountability, and ethical conduct.

**Scope**

This SOP applies to all trustees, employees, members, and volunteers of the charity CIO.

**Definitions**

* **Conflict of interest:** A situation in which a person's personal interests or loyalties conflict with their duties as a trustee, employee, members or volunteer of the charity.
* **Financial conflict of interest:** A conflict of interest that arises from a person's financial interests, such as a personal or family connection to a supplier, contractor, or beneficiary of the charity.
* **Non-financial conflict of interest:** A conflict of interest that arises from a person's personal or professional relationships, such as a close friendship with a supplier or beneficiary of the charity.

**Procedures**

1. **Identification of Conflicts of Interest**
   1. **Declaration of interests:** All trustees, employees, members and volunteers are required to complete a declaration of interests form upon joining the charity and annually thereafter. The declaration of interests form should include information about the person's personal and professional interests, including any financial interests that could potentially conflict with their duties to the charity.
   2. **Ongoing monitoring:** Trustees, employees, members and volunteers are also responsible for identifying and reporting any conflicts of interest that may arise during their time with the charity. This includes any changes to their personal or professional circumstances that could create a new conflict of interest.
2. **Management of Conflicts of Interest**
   1. **Disclosure of conflicts:** When a conflict of interest is identified, it must be disclosed to the chair of the board of trustees. The chair will then convene a meeting of the board to discuss the conflict and determine how it should be managed.
   2. **Recusal:** In most cases, the trustee, employee, member or volunteer with the conflict of interest will be required to recuse themselves from any discussions or decisions related to the conflict. This means that they will not be able to participate in any meetings or vote on any matters that could affect their personal interests.
   3. **Alternative arrangements:** In some cases, it may be possible to manage a conflict of interest through alternative arrangements, such as appointing a proxy to vote on behalf of the affected person or establishing a blind trust to manage their financial interests.
3. **Recording of Conflicts of Interest**
   1. **Register of interests:** The charity will maintain a register of all conflicts of interest that have been disclosed. The register will be kept confidential and will only be accessible to the board of trustees and the charity's chief executive officer.
   2. **Review of conflicts:** The board of trustees will review the register of conflicts of interest annually to ensure that all conflicts are being managed appropriately.
4. **Training and Awareness**
   1. **Conflict of interest awareness training:** All trustees, employees, members and volunteers will have the opportunity to receive training on conflict of interest awareness.
   2. **Ongoing communication:** The charity will communicate with its trustees, employees, members and volunteers about conflicts of interest on an ongoing basis. This will include reminders of the importance of disclosing conflicts and updates on the charity's conflict of interest policy.

**Review and Revision**

This SOP will be reviewed and revised annually to ensure that it remains relevant and effective, or as needed to reflect changes in the charity's strategies or the regulatory environment.

**Compliance**

Failure to comply with this SOP may result in investigation and disciplinary action, up to and including dismissal for employees and termination of volunteer appointments and membership of the charity, and a vote on removal of trustee.

**Version Control**

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