

The Knapp Foundation
Registered Charity Number: 1200294

Conflict of Interest Policy

1. The purposes of this policy are to protect the integrity of the Knapp Foundation's decision-making processes, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and committee members.

2. General Trustee responsibilities in respect of conflicts of interest are set out in Clause 7 of the Foundation's constitution. All Trustees, staff and volunteers of the Knapp Foundation will strive to avoid any conflict of interest between the interests of the Foundation on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

3. Examples of potential conflicts of interest include:

- A Trustee or employee who is also a beneficiary of the Foundation is faced with a decision in a committee meeting regarding the terms and conditions of the Foundation's services.
- A Trustee is related** to a member of staff and there is decision to be taken on staff pay and/or conditions at a committee meeting.
- A Trustee is also connected to another organisation that is competing with the Foundation for funding.
- A Trustee has shares in a business that may be awarded a contract to do work or provide services for the Foundation, or is a director, partner or employee of such a business or related to someone who is**.

4. Upon appointment, each Trustee will make a full, written disclosure of interests, including relationships and posts held, which could potentially result in any conflict of interest. This written disclosure will be kept on file and will be updated annually or as appropriate.

5. In the course of meetings or activities, Trustees will disclose any interests in a transaction or decision where there may be a conflict between the Foundation's best interests and the Trustee's best interests, or a conflict between the best interests of two organisations with which the Trustee is involved. If in doubt, the potential conflict must be declared anyway and clarification sought.

6. In the case of a conflict of interests arising for a Trustee because of a duty of loyalty owed to another organisation or person, and where the conflict is not authorised by virtue of any other provision in the Foundation's

constitution, the unconflicted Trustees may authorise such a conflict of interests where the following conditions apply:

1. The Charity Commission's permission has been sought before a benefit for a Trustee is authorised (where not otherwise authorised in the Constitution or already authorised in writing by the Commission).
2. The Trustee who has declared the conflict of interest withdraws from the part of any meeting at which there will be a discussion of any arrangement or transaction affecting the other organisation or person giving rise to the conflict.
3. The Trustee who has the conflict of interest does not vote on any related matter and is not counted when considering whether a quorum of Trustees is present at any relevant meeting.
4. The other Trustees who have no conflict of interest in the matter consider it is in the interests of the charity to authorise the conflict of interest in the circumstances applying.
5. The disclosure of the conflict, and the subsequent actions taken to manage it, are noted in the minutes of the relevant meeting.
7. For all other potential conflicts of interest the advice of the Charity Commission will be sought and the advice recorded in the relevant minutes. All steps taken to follow the advice will also be recorded.
8. This policy is meant to supplement good judgment, and staff, volunteers and Trustees should respect its spirit as well as its wording.

Adopted by a meeting of the Trustees on 1st February 2023

** A relative may be a child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the Trustee or any person living with the Trustee as his or her partner.