

Conflict of Interest Policy

1. Introduction

Trustees of World Aid Network (WAN) have a legal duty to act in the best interests of the charity and to avoid putting themselves in any position where their personal interests, or those of a connected person, conflict with the interests of WAN. This policy reflects Charity Commission guidance "Conflicts of interest: a guide for charity trustees" (CC29).

2. Defining Conflicts of Interest and Loyalty

A conflict of interest exists when a trustee's personal or financial interests, or those of a connected person, could affect, or appear to affect, their decision-making for the charity. A conflict of loyalty exists where a trustee owes a competing duty (for example, to another organisation). Both must be managed transparently.

3. Register of Interests

Every trustee completes an annual written Declaration of Interests covering employments, directorships, trusteeships, business relationships, and any close personal connections relevant to WAN's activities. The Secretary maintains the register, which is reviewed at the start of every board meeting.

4. Managing Conflicts in Meetings

If a conflict (actual, potential or perceived) is identified during a meeting, the trustee must declare it at the earliest opportunity, withdraw from the discussion and the vote, and be excluded from the quorum on the matter. The minutes will record the declaration, the decision-making process and the trustee's absence during the decision.

5. Trustee Benefit and Related-Party Transactions

No trustee may receive any benefit from WAN (whether of money, goods, services or otherwise) unless expressly permitted by the constitution or by the Charity Commission. Related-party transactions must be at arm's length, properly documented, and disclosed in the annual accounts in accordance with the Charities SORP.

6. Gifts and Hospitality

Trustees and personnel must not accept or offer gifts or hospitality that could be perceived as an attempt to influence WAN's decisions, in line with the Anti-Bribery and Corruption Policy. Any gift or hospitality with a value over £50 must be recorded in the Register of Gifts and Hospitality.

7. Procurement and Grant Decisions

Where a trustee or connected person has any interest in a supplier, partner or grant applicant, the trustee must declare it and take no part in the relevant procurement or grant decision.

8. Breach

Failure to declare or manage a conflict in line with this policy is a serious matter that may

amount to a breach of trustee duty and a Serious Incident reportable to the Charity Commission.

9. Review

This policy is reviewed annually by the trustees.