



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:	