**WORK PLACE CHAPLAINCY SCOTLAND**

**Listening & caring - in confidence**

**CONFLICT OF INTEREST POLICY**

All staff, volunteers, and Trustees of WPCS will strive to avoid any conflict of interest between the interests of the Organisation, and personal, professional, and business interests. This includes avoiding perception of conflict of interest as well as actual conflict of interest.

The purpose of this policy is to protect the integrity of the WPCS decision-making process, to enable stakeholders to have confidence in WPCS's integrity, and to protect the integrity and reputation of volunteers, staff and Trustees.

Examples of conflicts of interest include:

1 A Trustee who is also a chaplain may be faced with a decision in a committee meeting regarding whether their post is continued.

2 A Trustee who is related\* to a member of staff, and there is a committee decision to be taken on staff pay and/or conditions.

3 A Trustee who is also on the committee of another organisation that is competing for the same funding.

4 A Trustee who has shares in a business that may be awarded a contract to do work or provide services for the organisation or is a Trustee, partner or employee or related to someone who has share or is under consideration. \*.

5 A Trustee who is part of the senior management of a partner organisation or denomination.

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

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 organisation’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 always be declared and clarification sought.

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 the conflict not being authorised by virtue of any other provision in the memorandum or the articles, the other Trustees may authorise such a conflict of interests where the following conditions apply:

1. OSCR’s permission is sought before a benefit for a Trustee may be authorised that isn’t otherwise authorised in the Memorandum of Articles or already authorised in writing from OSCR;
2. the Trustee who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
3. the Trustee who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Trustees is present at the meeting;
4. the other Trustees who have no conflict of interest in this matter consider it is in the interests of the charity to authorise the conflict of interest in the circumstances applying.
5. any such disclosure and the subsequent actions taken will be noted in the minutes.

For all other potential conflicts of interest the advice of OSCR will be sought and the advice recorded in the minutes. All steps taken to follow the advice will be recorded.

This policy is meant to supplement good judgment, and staff, volunteers and trustees should respect its spirit as well as its wording.

*\* 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’*