



# Conflict of Interest Policy

Date: December 2024

## Purpose

The purpose of this policy is to protect the interests of Youth Presence. In the regular course of business, trustees, employees, volunteers of Youth Presence may have the opportunity to advance their own personal interests with or against the interests of Youth Presence. Acting in such a manner is unacceptable and any party who acts outside of Youth Presence's best interest may be subject to disciplinary action.

## Definitions

- a. Employee – any person who is employed by Youth Presence in a part or full-time capacity and in accordance with the labour laws of the UK.
- b. Trustee - any person who has responsibility for Youth Presence in a part or full-time capacity and in accordance with the laws of the Charity Commission.
- c. Agent – an owner, director, stakeholder, contractor or other third-party that is in the position to act on behalf of Youth Presence.
- d. Financial Interest – The interest that any individual may have in the monetary transactions of Youth Presence. In particular, any interest that could have a direct bearing on the financial gain/loss of said individual.

## Procedure

- a. **Duty to disclose**  
Every trustee/volunteer/employee/agent of Youth Presence is obligated to disclose any known or potential conflicts of interest as soon as they arise. Failure to do so could result in termination of employment or service as employee, trustee or volunteer.
- b. **Investigating potential conflicts**  
When a possible conflict of interest arises, the trustees will collect all of the pertinent information and may question any concerned parties. If the board determines that a conflict exists, steps will be taken to address the conflict. If no conflict exists, the inquiry may be documented but no further action will be taken.
- c. **Addressing conflicts of interest**  
When an actual conflict of interest is found, any transactions that may have been affected will be reviewed retroactively. Affected parties both within and outside of the charity, including shareholders, directors, employees, and contractors will be notified. An investigation will also be conducted by the trustees to determine the extent of the conflict and the intentions of the parties involved.  
If the conflict in question involves a member or members of the charity's trustees, such a member will be excused from the deliberations.
- d. **Disciplinary action**  
As all conflicts of interest will be reviewed on a case-by-case basis, a review may result in disciplinary action. The Trustees have full discretion to deem what disciplinary action is both fitting and necessary, including suspension and/or termination of employment/volunteering.

## II. Acknowledgement

The trustee/employee/volunteer/agent named below understands the procedure for conflicts of interest with Youth Presence, including their duty to disclose any known or potential conflicts.

Furthermore, the trustee/employee/volunteer/agent agrees to abide by the procedures outlined in this policy for the duration of their professional/working relationship with Youth Presence.

*This policy is renewed annually. Date of renewal: December 2025*