



## **Mamie Martin Fund**

### **Conflict of Interest Policy**

All staff, volunteers, and Trustees of The Mamie Martin Fund will strive to avoid any conflict of interest between the interests of the Organization 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.

It is the Office of the Scottish Charities Regulator in Scotland which imposes the duties on trustees, no matter where the trustees are located.

The purposes of this policy are to protect the integrity of the Organization's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and Trustees.

Examples of conflicts of interest include:

1. A Trustee who is related to a member of staff or contractor and there is decision to be taken on staff pay and/or conditions or the awarding of a contract.
2. A Trustee who is also on the Board of another organisation that is competing for the same funding.
3. A Trustee who has shares or other interest in a business that may be awarded a contract to do work or provide services for the organisation.

4. A Trustee employed by a business or partner who provides services and makes high level decisions regarding the charitable work of MMF.  
E.g. The choice of girls who are to receive support.

Upon election or 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 disclosure will be kept on file and will be updated 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.

In that situation, the Trustee will be asked to leave the room for the discussion and may not take part in the decision.

Any such disclosure and the subsequent action taken will be noted in the minutes.

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

Policy first adopted by the Mamie Martin Fund Board on 19<sup>th</sup> May 2019

*Review Date: May 2022 – Approved*

*To be reviewed: July 2023 – approved*

*Next review date: July 2025*