

CREATING ADVENTURES



Enriching the lives of adults
with autism and learning disabilities.

Conflict of Interest Policy

1. Purpose

The purpose of this Conflict of Interest Policy is to protect the integrity and reputation of CREATING ADVENTURES, ensure that decisions are made in the best interest of the organisation, and comply with applicable laws and regulations.

2. Scope

This policy applies to all trustees, directors, officers, employees, and volunteers who have decision-making authority on behalf of CREATING ADVENTURES.

3. Definition of Conflict of Interest

A conflict of interest occurs when an individual's personal, financial, or other interests could interfere with their duty to act in the best interests of CREATING ADVENTURES. This includes but is not limited to:

- Direct or indirect financial gain from transactions involving the charity.
- Relationships with vendors, donors, or service providers that could influence decision-making.
- Situations where personal, professional, or family interests may conflict with the interests of the charity.

4. Duty to Disclose

All individuals covered by this policy must disclose any actual, potential, or perceived conflicts of interest to the Board of Trustees (or designated officer) as soon as they arise.

5. Declaration of interests

Board members have a legal duty to avoid conflicts between their personal interests and those of CREATING ADVENTURES. Board members need to be alert to possible conflicts of interest and to minimise their effects. A key aspect of minimising the effects is to be open and transparent about such situations wherever they arise. Board members, senior staff and consultants are therefore required to declare any **actual** or **potential** conflicts of which they are aware.

What to do if you face a conflict of interest

1. Trustees, senior staff and consultants working on behalf of CREATING ADVENTURES must **declare actual/ potential interests**, and any gifts or hospitality received in connection with their role in CREATING ADVENTURES or any **potential conflict of**

interest. A declaration of interests form is provided for this purpose, listing the types of interest you should declare.

2. If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Chair for confidential guidance.
3. Interests will be recorded on CREATING ADVENTURES'S register of interests, which will be maintained by the Founder & CEO. The register will be accessible by the Board. To be effective, the declaration of interests needs to be updated at least annually and also when any changes occur.
4. At the beginning of any Board, Sub-Committee or Working Group every Board member shall declare any private interest which he or she has in an item to be discussed, and certainly before any debate of the item itself. The Board member may take part in the discussion at the discretion of the Board.
5. Interested Board members may not vote on matters affecting their own interests. In certain circumstances it may be appropriate for the Board member to withdraw from the meeting during discussion of the item in question.

6. Confidentiality

All disclosures and discussions regarding conflicts of interest will be kept confidential, except where disclosure is required by law.

7. Annual Declaration

All trustees, directors, and senior staff must complete and sign a Conflict of Interest Declaration annually, confirming that they have disclosed any actual or potential conflicts.

8. Breach of Policy

Failure to disclose a conflict of interest or to comply with this policy may result in disciplinary action, including removal from office or termination of employment/volunteer role.

Acknowledgement

I have read and understood the Conflict of Interest policy of CREATING ADVENTURES and agree to abide by its terms.

Name: _____

Position: _____

Signature: _____

Date: _____