

CONFLICTS OF INTEREST POLICY

This Conflict-of-Interest Policy has been created to ensure that Grace Trust Jersey complies with the requirements of the Charities (Jersey) Law 2014 and the guidelines set out by the Jersey Charity Commission. This policy outlines the procedures for identifying, managing, and mitigating potential conflicts of interest that may arise for Grace Trust Jersey Trustees, Treasurer and Staff.

A conflict of interest occurs when someone's personal interests' conflict with their responsibility to act in the best interests of the charity. Personal interests include direct interests as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as an employee). It also includes a conflict between a Trustee, Treasurer and Staff member's duty to the organisation and another duty that the Trustee, Treasurer and Staff member has elsewhere.

Conflicts of interest may be ongoing, for example a Trustee or Staff member who is related to a service user or who is also a Trustee or Staff member for another local organisation or grant-maker; or they may be one-off for example a kitchen needing fitting and a Trustee is a plumber or electrician. A Trustee or Staff member may have a personal or financial interest that could potentially influence decisions made on behalf of the charity, such as the selection of suppliers or vendors. A conflict of interest may arise if a Trustee or Staff member and their spouse or partner work together in a way that could potentially compromise objectivity, impartiality, or the best interests of the charity.

Conflicts of interest can be common; they just need to be managed well to prevent anything interfering with an ability to make a decision in the best interest of the charity.

Volunteers are excluded from the scope of this policy as they primarily undertake support roles and do not have decision-making authority or influence over the charity's operations or strategic directions.

Grace Trust Jersey 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.

It is the policy of Grace Trust Jersey to:

- Ensure that the Trustees, Treasurer and Staff members understand what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.
- Have a register of interests for any Trustee, Treasurer and Staff members of the Trustee meeting and this is to be reviewed annually.
- Document the conflict and the action(s) taken to ensure that the conflict does not affect the decision making of the organisation

Process

When a Trustee, Treasurer and Staff members identify 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 documented in Trustee meeting minutes;
- Not take part in any discussions relating to the matter;
- Not take part in any decision making related to the matter;
- Not be counted in the quorum within the Trustee meeting for decision making related to the matter.

In the interests of open discussion, a Trustee, Treasurer and Staff members of the Trustee meeting affected by a conflict of interest must leave the room while related discussion / decision making is taking place, unless there is good reason for them to stay.

The minutes must state:

- The declared conflict.
- Whether the Trustee, Treasurer and Staff members left the room, or the reason they were asked to stay.
- That the Trustee, Treasurer and Staff members took no part in discussion or decision making on the matter.
- That the meeting was quorate (not counting the affected Trustee, Treasurer and Staff members of the Trustee meeting);
- Any other actions taken to manage the conflict

If a Trustee is unsure what to declare, they must err on the side of caution and discuss the matter with the Chairman for confidential guidance.