

Conflict of Interest Policy

All staff, volunteers, and Trustees of the Cued Speech Association UK will strive to avoid any conflict of interest between the interests of the Organisation 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.

The purpose of this policy is to protect the integrity of the organisation'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 also a user of our services, or who has family members who are users, who must decide, for example **a)** whether fees from users should be increased and **b)** the criteria for granting bursaries.
- 2 A Trustee who is related to a member of staff when there is decision to be taken on staff pay and/or conditions.
- 3 A Trustee who is related to someone who might be an applicant for a new or current position and the recruitment / pay/ conditions are under discussion.
- 4 A Trustee who is also on the committee of another organisation that is competing for the same funding.
- 5 A Trustee who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

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 that the Trustee is involved with.

After disclosure, it is understood that the Trustee may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other Trustees present at the time.

After disclosure, any such person may be asked to leave and the subsequent actions taken will be noted in the minutes. The minutes will record:

- what sort of conflict of interest it was
- which Trustee or Trustees were affected
- when the conflicts of interest were declared
- an outline of the discussion
- if anyone withdrew from the discussion
- how the other Trustees made the decision in the charity's best interests

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

For training and more information about the use of Cued Speech contact:

Cued Speech Association UK (CSAUK),
The Forces, Forces Cross, Blackawton, Devon TQ6 9DJ
Tel: 01803 712853
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Webs: www.cuedspeech.co.uk &
www.learntocue.co.uk

CSAUK is a national charity run by users of Cued Speech (both professionals and parents).