

Conflict of Interest Policy

Purpose

This policy applies to all trustees, staff, volunteers, contractors, and anyone working on behalf of Little Hiccups. The purpose of this policy is to protect the integrity of Little Hiccups' decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of trustees, staff, and volunteers.

Definition of Conflicts of Interest

A conflict of interest arises when a trustee, staff member, or volunteer has a personal interest that could improperly influence their decisions or actions on behalf of the charity. This includes financial interests, loyalty conflicts, and any situation where personal interests could conflict with the interests of the charity.

Duty to Disclose

Trustees, staff members, and volunteers are required to disclose any potential conflicts of interest as soon as they arise. This includes any situation where there is a potential for personal gain or where loyalty to another organization or individual could influence their decisions.

Procedures for Managing Conflicts of Interest

1. **Disclosure:** Any individual with a potential conflict of interest must disclose the nature of the conflict to the board of trustees.
2. **Recusal:** The individual with the conflict must recuse themselves from any discussions or decisions related to the conflict.
3. **Documentation:** All disclosures and the resulting actions must be documented in the minutes of the meeting where the conflict was discussed.
4. **Review:** The board of trustees will review the conflict and determine the appropriate course of action to ensure that the charity's interests are protected.

Examples of Conflicts of Interest



- **Financial Interests:** Receiving payment for services provided to the charity, or having a financial interest in a company that does business with the charity.
- **Loyalty Conflicts:** Serving on the board of another organisation that competes with or has conflicting interests with the charity.
- **Personal Relationships:** Making decisions that could benefit family members or close friends.

Violations of the Policy

If the board of trustees has reason to believe that an individual has failed to disclose a conflict of interest, it will investigate the matter. If it is found that there has been a failure to disclose, the board may take appropriate disciplinary and corrective action.

Annual Statements

Each trustee, contractor, and volunteer shall annually sign a Declaration of Interest which affirms that they have received a copy of this policy, have read and understood it, and agree to comply with it.

Periodic Reviews

To ensure that the charity operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. These reviews shall, at a minimum, include an examination of the relationships and transactions that could result in conflicts of interest.

