



Conflict of Interest Policy

Amuka will comply with all relevant law regarding conflict of interest, as laid out by OSCR.

<https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/conflict-of-interest>.

What is a Conflict of Interest?

As a charity trustee, one must put the interests of the charity before one's own interests or those of any other person or organisation including those responsible for your appointment. Where you cannot do that, there may be a conflict of interest.

A conflict of interest exists when your duty to act in the interests of the charity conflicts with:

- The interest of the person or organisation that appointed you as a charity trustee (an "appointment conflict"), or
- Conflicts with your own personal or business interest in relation to that matter (a "personal conflict").

Where there is an 'appointment conflict' the charity trustee must put the interests of the charity first. However, where another duty prevents the charity trustee from putting the interests of the charity first, they must:

- disclose the conflict to the charity and
- not participate in any discussion or decision making on the matter.

How will Amuka manage Conflicts of Interest?

- We will set up a register of interests for all charity trustees and make sure it is kept up to date. This will be updated every year, and signed by each Trustee (by hand or electronically)
- Have conflict of interest as a regular agenda item at the beginning of the charity trustee meetings. This should be item 2 on any meeting agenda after Apologies for Absence.
- Declare any potential conflict of interest as soon as you become aware of them. At this point the board of trustees will decide how to handle this conflict.
- Amuka Foundation will keep a written record of such conflicts and the actions taken.

Register of Conflict of Interests Format

Amuka Foundation declaration of interest form

I _____ as employee/trustee* [*delete as appropriate] of Amuka Foundation have set out below my interests in accordance with the organisation's conflicts of interest policy.

Category	Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc.	
Membership of any professional bodies, special interest groups or mutual support organisations.	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings [charities may set a figure here, e.g. more than 1% or 5% of issued capital] and beneficial interests.	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.	
Do you use, or care for a user of the organisation's services?	
Any contractual relationship with the charity or its subsidiary.	
Any other conflicts that are not covered by the above.	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Signed:

Position:

Date: