



Sailship Training and Learning for Life

Conflict of Interest Policy

Last review September 2025 –

Next Review September 2026

1. Purpose

This policy ensures that all trustees, staff, and volunteers act in the best interests of Sailship and its beneficiaries. It provides a framework for identifying, declaring, and managing actual or potential conflicts of interest to protect the integrity and reputation of our charity.

2. Scope

Applies to:

- Trustees
- Employees
- Volunteers
- Contractors and partners involved in decision-making or service delivery

3. Definition

A **conflict of interest** arises when an individual's personal, professional, or financial interests could improperly influence—or appear to influence—their decisions or actions on behalf of Sailship.

Examples include:

- Awarding contracts to a business owned by a trustee or their relative
- A trustee also serving on the board of a partner organisation
- Staff members receiving gifts or benefits from suppliers
- Volunteers involved in decisions affecting family members

4. Responsibilities

- **Trustees** must act solely in the charity's best interests and comply with Charity Commission guidance
- **Staff and volunteers** must disclose any potential conflicts to their line manager or the board
- **All parties** must avoid situations where personal interests conflict with Sailship's mission

5. Declaration Process

- Annual **Conflict of Interest Declaration Forms** completed by trustees and key staff
- Ad hoc declarations made at the start of meetings or when new interests arise



- All declarations recorded in the **Register of Interests**, maintained by the Secretary

6. Managing Conflicts

When a conflict is identified:

- The individual must **declare the interest** and **withdraw** from relevant discussions and decisions
- The board will assess whether the conflict is manageable or requires further action
- In some cases, the board may seek external advice or require resignation from a role

7. Recording & Transparency

- Conflicts and actions taken are minuted in board meetings
- The Register of Interests is reviewed annually
- Serious conflicts or breaches may be reported to the Charity Commission

8. Breaches of Policy

Failure to disclose or manage a conflict may result in:

- Removal from decision-making processes
- Disciplinary action
- Trustee removal under the charity's governing documents

9. Review

This policy is reviewed annually by the board and updated in line with legal and regulatory changes.