



# **CONFLICT OF INTEREST POLICY**

**September 2017**

# Conflict of Interest Policy

## INTRODUCTION

Radius Trust is committed to providing outstanding educational opportunities for all our pupils and students. Part of this commitment is the resolution to operate in an honest and ethical manner at all times. This policy sets out the ways in which we will ensure that all Trust staff, Governors/Trustees and stakeholders will strive to avoid any conflict of interest between the interests of Radius Trust on the one hand and personal, professional and business interests on the other.

## SCOPE

This policy should be referred to whenever an employee, associate or stakeholder of Radius Trust becomes aware of a conflict of interest. A conflict of interest is defined as any situation in which a person has an interest which may compromise their obligations to Radius Trust or to any other body with which Radius Trust has a relationship e.g. a funding body. This includes perceived conflicts of interest (where the person is aware of something likely to compromise objectivity) and potential conflicts of interest (where the person is aware that a situation has the potential to develop into a conflict of interest).

In any or all of the above situations, the person has a duty to disclose the conflict of interest to the relevant colleague or body within Radius Trust, and to take any appropriate actions to mitigate the risk.

## PERSONAL CONDUCT

Upon appointment, all Radius Trust employees are given a copy of the Staff Code of Conduct and are required to adhere to this guidance throughout their term of employment.

Upon appointment, all Radius Trust Governors and Trustees are given a copy of the Code of Conduct for Governors and are required to adhere to this guidance throughout their term of office.

Associate staff members are consultants, external verifiers, assessors, developers and trainers; contracted on a part time and/or ad hoc basis, for work that is specific to requirements and compliant with the regulations of Radius Trust. These staff are required to follow Trust guidelines and to ensure they behave in a professional manner at all times.

Other stakeholders might include related organisations.

## **GOVERNORS AND TRUSTEES**

Beforehand, or in the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between Radius Trust's best interests and those of other organisations or persons with which the committee member is involved. If there is any doubt, the potential conflict must be declared anyway and clarification sought from the Clerk. Wherever possible, a governor raising a notification of conflict will be excused for that item on the agenda at the meeting concerned, in order to avoid accusations of damage against the integrity of the organisation.

Governors and Trustees should not undertake roles, within governing body, which could give rise to a conflict of interest.

Governors and Trustees may for other reasons decide that there is a conflict of interest that requires absence from a governing body meeting due to a belief that their presence will affect the integrity or neutrality of the process. The reason must be shared with the Chair in advance of the meeting where possible or in the meeting if not.

Any alteration to the process of a meeting due to a declaration of a conflict of interest must be minuted.

## **DISCLOSURE AND ASSOCIATED PROCEDURES**

If a staff or associate member, Governor/Trustee or other Radius Trust stakeholder knowingly or unintentionally fails to disclose a conflict of interest, they risk not being permitted to remain in their position.

If a member knowingly discloses information obtained during a meeting, within another capacity/role within the organisation, without the express consent of the Executive Head, Head/Principal or Chair of Governors, they risk not being permitted to remain in their role.

If a staff or associate member or Governor/Trustee of Radius Trust does not adhere to the guidelines laid down in their Code of Conduct, they risk not being permitted to remain in their position.

All staff or associate members, Governors/Trustees and stakeholders of Radius Trust have a responsibility to ensure that they carry out all duties in a professional manner within the remit of their position/role.

## **RELATED POLICIES AND PROCEDURES**

Disciplinary Procedure  
Finance Regulations  
Recruitment and Selection Procedure

Staff Code of Conduct  
Whistle Blowing Policy