



CONFLICT OF INTEREST POLICY

This Conflict of Interest Policy (the "Policy") communicates how staff, volunteers, Directors (also known as Trustees) and anyone professionally connected (the "members") with Packed Lunch Productions (the "Organisation") will strive to avoid any conflict of interest between the interests of the Organisation and personal, professional, and business interests. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The Policy is designed to protect the integrity of the Organisation's decision-making process, to enable stakeholders to have confidence in the Organisation's integrity, and to protect the integrity and reputation of its members.

A copy of the Policy will be made available to all members within the Organisation, to the general public and to individuals on request, and located on the webpage. Any questions about the Policy may be directed to the Senior Leadership.

The Policy is set for at least annual review.

POLICY STATEMENT

The Organisation is committed to protecting the integrity of its members and the transparency and efficacy of its operations. In so doing, it recognises that conflicts of interest can come in many forms and members should, at all times, feel at liberty to flag any real or potential conflict of interest, which can then be addressed as a matter of priority.

This policy is meant to supplement good judgment, and members are obliged to respect its spirit as well as its wording.

FLAGGING AND DECLARING CONFLICTS OF INTEREST

Any member can flag a conflict of interest, notifying Senior Leadership if a resolution is not forthcoming. If an existing or potential conflict of interest involves Senior Leadership and a resolution is not forthcoming, the Trustees should be notified. If a member is concerned about a conflict of interest implicating both Senior Leadership and the Trustees and a resolution is not forthcoming, they are obliged to notify the Charity Commission (the "Commission").

Examples of conflicts of interest include, but are not limited to, the following circumstances:



- A Trustee who is also a service user is faced with a decision in a committee meeting regarding whether fees for service users should be increased.
- A Trustee who is related* to a member of staff and there is a decision to be taken on staff pay and/or conditions at a trustees' meeting.
- A Trustee who is also on the committee of another organisation that is competing for the same funding.
- A Trustee who has shares in a business that may be awarded a contract to do work or provide services for the Organisation or is a Director, a partner, an employee or related to someone who is.
- A member of staff submitting a tender for work with the Organisation on behalf of their own, separate entity.
- A member of Senior Leadership involved with another organisation with a complementary mission.

Upon appointment, each Trustee, member of Senior Leadership and member of staff will make a full, written disclosure of interests, such as relationships and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and updated annually or as appropriate.

In the course of meetings or activities, members will disclose any interests in a transaction or decision where there may be a conflict between the organisations' best interests and the member's best interests or a conflict between the best interests of two organisations with which the member is involved. If in doubt, the potential conflict must be declared anyway and clarification sought.

TRUSTEES' MEETINGS

In the case of a conflict of interest arising for a Trustee or a member otherwise participating in a Trustees' Meeting (the "person") because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the memorandum or the articles, the unconflicted Trustees may authorise such a conflict of interests where the following conditions apply:

- the Commission's permission is sought before a benefit for a Trustee may be authorised that is not otherwise authorised in the Articles of Association or already authorised in writing from the Commission;



- the person who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
- the person does not vote on any such matter and is not to be counted when considering whether a quorum is present at the meeting;
- the Trustees who have no conflict of interest in this matter consider it is in the interests of the Organisation to authorise the conflict of interest in the circumstances applying; and
- any such disclosure and the subsequent actions taken will be noted in the minutes.

For all other potential conflicts of interest, the advice of the Commission will be sought and that advice recorded in the minutes, including all steps taken to follow the advice.

For the purposes of this policy, a relative is classified as a child, parent, grandchild, grandparent, brother, sister, spouse, civil partner or anyone living with the member as their partner.

MONITORING

The Organisation will monitor the effectiveness of the Policy and review it from time to time in order to ensure it is achieving its objectives and is in line with UK law and international conventions. Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

CONTACT US

For more information about our equal opportunities practices or if you have questions please email at hello@packedlunch.org or write to Packed Lunch Productions, 7 Cooper's Yard, London SE19 1TN, United Kingdom

Implemented: December 2023

Next scheduled review: December 2024