



Phone Credit for Refugees Conflict of Interest Policy

Introduction

The purpose of this policy is to protect the integrity of Phone Credit for Refugees' (PC4R) decision-making process, to enable our stakeholders and donors to have confidence in our integrity, and to protect the integrity and reputation of volunteers and the charity itself.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the charity. All volunteers will strive to avoid any conflicts of interest between the interests of the charity on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest, as well as perceived conflicts of interest.

However, we recognise that it is inevitable that conflicts of interest occur. The issue is not the integrity of the individual concerned, but the management of any potential to profit from a person's position, or for an individual to be influenced by conflicting loyalties. Even the appearance of a conflict of interest can damage the charity's reputation, so conflicts need to be managed carefully. A conflict of interest does not prevent a volunteer from working with PC4R so long as it is correctly declared and managed appropriately.

Conflicts of interest

Conflicts of interest can inhibit free discussion, result in actions or decisions that are not in the best interest of the charity, or create the impression that the charity has acted improperly.

Examples of conflicts of interest include (but are not limited to):

- A decision-maker who is also a beneficiary of the charity's services deciding the criteria of who is eligible to receive assistance;
- A decision-maker who is related to or friendly with an applicant for a paid position, and who takes part in the appointment process or determining pay or conditions;

- Gifts given to, or received from, service users or donors that could affect decisions about who benefits from the services;
- A decision-maker who is working or volunteering with another organisation who is competing for the same funding as PC4R; or
- A decision-maker who has shares or interest in a company that may be awarded a contract to do work or provide services for the charity.

Declaration of interests

Upon appointment, each volunteer will provide a full, written disclosure of interests, such as relationships or posts held in other organisations or charities, or with service users, donors, or other individuals which could potentially result in a conflict of interest. This written disclosure will be kept on file and updated annually (see Appendix A below).

In the course of meetings or discussions in which decisions are reached, volunteers will disclose any interests in a transaction or decision where there may be a conflict between the charity's best interests and the volunteer's interests. The volunteer will then withdraw from any further discussion. (They may, however, participate in discussions from which they may indirectly benefit, for example where the benefits are universal to all users, or where their benefit is minimal).

Any such disclosure and subsequent action will be recorded in the minutes of the meeting.

Appendix A

Declaration of conflicts of interest

Option 1

“I do not have any conflicts of interest that prevent my full and unprejudiced participation in this process. I also declare that I will inform the Management Committee as soon as is practicable, should my circumstances change in any way that affects this declaration.”

SignedDate

Option 2

“I do have a conflict of interest that may prevent my full and unprejudiced participation in this process. The nature of this conflict of interest is described below:

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I also declare that I will inform the Management Committee as soon as is practicable, should my circumstances change in any way that affects this declaration.

SignedDate