

Conflict of Interest Policy

Approval

Version 1.0 of the policy is approved by the Board on 22nd May 2018.

Application

This policy applies to board members and senior staff being those that report to the Board on a regular basis and those that form part of the senior management team.

Purpose

Board Members have an obligation to act in the best interests of Renewable World, and in accordance with articles of Renewable World. Personnel have similar obligations and must abide by the Renewable World Code of Conduct. Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of Renewable World.

Such conflicts may create problems; they can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of [the governing body]; and
- Risk the impression that [the governing body] has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

The declaration of interests

Accordingly, we are asking Board Members and senior staff to declare their interests in connection with their role in Renewable World. A declaration of interests form is provided for this purpose, listing the types of interest you should declare. A conflicts of interest register is held by the Company Secretary.

To be effective, the declaration of interests needs to be updated at least annually, and also when any changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the company secretary Cosecretary@renewable-world.org for confidential guidance. Interests will be recorded on the governing body's register of interests, which will be maintained by Company Secretary. The register will be accessible by members and statutory bodies.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the General Data Protection regulations. Data will be processed only to ensure that Board Members and senior staff act in the best interests of the governing body. The information provided will not be used for any other purpose.

What to do if you face a conflict of interest

If you are a beneficiary of Renewable World projects or services, you should not be involved in decisions that directly affect the service that you. You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if you face a conflict for any other reason. You may, however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all, or where your benefit is minimal.

If you fail to declare an interest that is known to Company Secretary and/or the Chair of the board, either will declare that interest.

Decisions taken where a board member or member of staff has an interest

In the event of the board having to decide upon a question in which a Board Member or member of staff has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate.

Interested board members may not vote on matters affecting their own interests. They must absent themselves from the discussion.

All decisions under a conflict of interest will be recorded by Company Secretary and reported in the minutes of the meeting. The report will record:

- The nature and extent of the conflict;
- An outline of the discussion;
- The actions taken to manage the conflict.

The conflicts of interest policy applies to procurement and contracting and there is no de minimis exemption on contract value.

Managing contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.

Related Policies

Procurement
Global Code of Conduct