



## **Conflict of Interest Policy**

### **February 2019**

All Directors, staff and volunteers of the Scotland Malawi Partnership will strive to avoid any conflict of interest between the interests of the Partnership and personal, professional, and business interests. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the Partnership's decision-making process, to enable stakeholders to have confidence in the Partnership's integrity, and to protect the integrity and reputation of staff, Directors and volunteers.

Examples of conflicts of interest include:

- if there is a conflict between the Partnership's best interests and the best interests of another organisation that a Director is involved with.
- if a Director has part in a business that may be awarded a contract to do work or provide services for the Partnership or is related\*\* to someone who has
- if a Director is related\*\* to a member of staff and there is decision to be taken on staff pay and/or conditions at a committee meeting

\*\* A relative may be a child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the Director or any person living with the Director as his or her partner

This policy is an expansion on the existing Standing Orders of the Scotland Malawi Partnership which states:

#### **7.3 Interest of Directors and Officers in Contracts**

*7.3.1 If it comes to the knowledge of a Director or Officer of the Scotland Malawi Partnership that a contract, in which he/she has a pecuniary interest (whether direct or indirect), has been or is proposed to be entered into by the Scotland Malawi Partnership, he/she shall immediately give notice in writing to the Board of the fact that he/she is interested therein.*

*7.3.2 In the case of married persons living together, the interest of one spouse shall, if known to the other, be deemed also to be the interest of the other.*

Upon appointment each Director 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 the onus is on the Director to inform the SMP if any of this information changes, or any new potential conflicts of interest occur, during their three-year term as an SMP Director.

It is the responsibility of the SMP office to send out a conflict of interest registration form to all Directors as they are elected to the Board.



All Directors are expected to disclose if a conflict of interest occurs in the course of meetings or activities, and the director concerned will be expected to remove him/herself from the discussion and decision making process. Should there be doubt whether there is a conflict of interest or not, a potential conflict must be declared anyway and clarification sought.

All conflicts of interests will be noted in the minutes of meetings of the Board of Directors.

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[www.scotland-malawipartnership.org](http://www.scotland-malawipartnership.org)

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