



JSENSE

CONFLICT OF INTEREST POLICY

First Written: March 2022	Last Reviewed: August 2023	Next Review: August 2024
		Next Inspection: August 2026

* JSENSE helpline is an independent and totally impartial and unbiased service.

POLICY AND PROCEDURE

- Any trustee who has a financial interest in a matter under discussion, should declare the nature of their interest and withdraw from the room, unless they have a dispensation to speak.
- If a trustee has any interest in the matter under discussion, which creates a real danger of bias, that is, the interest affects them, or a member of their household, more than the generality affected by the decision: they should declare the nature of the interest and withdraw from the room, unless they had a dispensation to speak.
- If a trustee has any other interest which does not create a real danger of bias, but which might reasonably cause others to think it could influence their decision, they should declare the nature of the interest, but may remain in the room, participate in the discussion, and vote if they wish.
- If in any doubt about the application of these rules they should consult with the Chair.
- Any trustee's interests that may conflict with those of JSENSE shall be listed in a register held in the Registered Office.

Good Practice

- When trustees become aware of a new, actual, perceived or potential conflict of interest, they should give notice of it to the Chair of Trustees to enable them to update the Conflicts Register.
- The Chair of Trustees should include in their report for each trustees' meeting details of any contracts/agreements to be entered into prior to the next meeting of the trustees and any potential conflicts identified from a check of the Register.

Conflict of Interest Form

As a trustee, you are required to act in the best interests of JSENSE. However, inevitably, trustees have a wide range of interests in private, public and professional life and these interests might, on occasions, conflict, (for example: Director of supplier or consultant to charity).

We are obliged to review any possible conflicts when preparing our annual report so ask you to supply the following details:

- | | Yes | No |
|---|--------------------------|--------------------------|
| • Has JSENSE made any loans to you? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you made a loan to JSENSE? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you, or people connected with you through family, business or another charity, an interest in a contract or transaction with JSENSE? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you or any person connected with you derived any pecuniary benefit or gain from JSENSE? | <input type="checkbox"/> | <input type="checkbox"/> |

If you have indicated 'Yes' to any of the above, please give details. This should include company and charity directorships or trusteeships (name and registration number) and any relevant details, including for a spouse.

Signed: _____ Date: _____