



## **Conflict of Interest Policy**



## Purpose

This policy is designed to ensure that the Rehmat Educational Foundation operates with integrity and transparency by managing conflicts of interest among its trustees, staff, and volunteers, as per the guidelines of the Charity Commission for England and Wales.

## Definition of Conflict of Interest

A conflict of interest arises when the personal, business, or professional interests of a trustee, staff member, or volunteer compete or appear to compete with the interests of the Foundation. Such conflicts can undermine decisions, damage the Foundation's reputation, and contravene legal obligations.

## Identifying Conflicts of Interest

Conflicts of interest can occur in many instances, such as:

- Business dealings or contracts with a company in which a trustee has a financial interest.
- Personal relationships or familial ties influencing decisions.
- Acceptance of gifts or benefits from organizations seeking to do business with the Foundation.

## Declaration of Interests

- All trustees, staff, and volunteers must declare any potential conflicts of interest annually and as soon as they arise.
- Declarations must be made in writing and entered into the Foundation's Register of Interests.

## Managing Conflicts of Interest

- Upon declaring a conflict, the trustee, staff member, or volunteer must refrain from participating in discussions or decisions related to the matter.
- If a conflict arises during a meeting, the individual must disclose it immediately and leave the meeting during the relevant discussion.

The remaining board members or relevant decision-making group must ensure the conflict is noted and managed appropriately, as outlined by the Charity Commission.



## Evaluation and Oversight

- Regular reviews of the Register of Interests will be conducted by the Compliance Committee to ensure all potential conflicts are managed effectively.
- An independent audit of the Foundation's conflict of interest procedures will be conducted annually.

## Non-compliance

Failure to disclose or manage conflicts of interest can result in disciplinary action, which may include removal from the board, termination of employment, or cessation of volunteer activities.

## Policy Review

This policy will be reviewed annually or as necessary to ensure it remains in line with legal requirements and best practices as set by the Charity Commission for England and Wales.

By implementing this policy, the Rehmat Educational Foundation commits to transparency, integrity, and accountability in all its operations, fostering public trust and fulfilling its charitable objectives.