



yelabus Conflict of Interest Policy

1 Purpose

- 1.1 The purpose of this policy is to protect the integrity of the yelabus decision making process and to identify, prevent and resolve conflicts of interest relating to Trustees that may interfere with their duties owed to it.

2 Our Policy

- 2.1 yelabus Trustees must, wherever possible, avoid any situation which may lead to a potential conflict of interest. Where conflicts cannot be avoided, they must be declared and managed in accordance with this policy. This includes avoiding the perception of a conflict of interest as well as actual conflicts of interest. Interests do not need to be disclosed if they are unlikely to give rise to a conflict.
- 2.2 It is the duty of each Trustee to determine whether or not a potential conflict of interest exists. A Trustee will not be excused from compliance with this policy (or any other rule of law relating to conflicts of interest) on the basis that the Trustee did not realise that a conflict might arise.
- 2.3 Trustees of yelabus are obliged to act in the best interest of the charity. The duty to yelabus must take precedence. All information received in their capacity as Trustee should be treated as confidential unless confirmed otherwise. Trustees should not use any information or data received by virtue of their role as a Trustee for personal gain.
- 2.4 If a Trustee fails to notify the Secretary of an interest or fails to adhere to this policy the Board has the discretion to take whatever disciplinary action it deems fit, including removal of a Trustee.

3 Definition of conflicts of interest

- 3.1 A conflict of interest is when an individual's personal interests, or interests they owe to another organisation, are incompatible with the interests of yelabus and where they may receive (or may be perceived as receiving) some form of personal gain or benefit as a result. A conflict of interest could compromise their judgement, decisions, or actions.
- 3.2 Conflicts of interest can be direct or indirect. An indirect interest is where the interest is related to a party(ies) connected to the Trustee. Connected persons are family relatives, companies, other charities and public bodies where the individual has a connection to the overall management of the activities.

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4 Types of conflicts of interest

- Financial interest – where a Trustee receives a direct or indirect financial benefit or something else of value from a Board decision.
- Non-financial personal interest – where a Trustee benefits directly or indirectly from the charity's services or activities.
- Professional conflict – where a Trustee gets paid work or some other beneficial advantage through contacts made or information gained by virtue of being a yelabus Trustee.
- Loyalty interest – where another appointment, Trusteeship or association of the Trustee may influence the decisions of the Trustee, directly or indirectly, which may not be in the best interest of yelabus and which may result in a benefit to the Trustee.

4.2 If a Trustee has an interest that is not one of the above types then it is unlikely to be a conflict of interest.

5 Procedure to disclose an interest

Identify the Conflict

- 5.1 Upon appointment each Trustee will be asked if they have conflicts of interest to disclose. These will be noted in the Minutes and will be raised if topics likely to cause a conflict are subsequently discussed.
- 5.2 Should a Trustee subsequently become aware of a conflict this should be notified at the first meeting held after becoming aware.

Manage the conflict

- 5.3 The Trustees are aware of reported conflicts of interest and if matters come to them for consideration the Chair and Secretary shall arrange a discussion on the need for an individual to be excused involvement in an agenda item as appropriate.

6 Compliance

- 6.1 Compliance with this policy is the responsibility of the Trustees. Any breaches or issues relating to the policy should be reported to the Secretary and Chair.

Signed K. R. Whithed Date 10/3/26