

CONFLICT OF INTEREST POLICY

OUTREACH EMR

This policy sets out how Outreach EMR will manage conflicts of interest arising from the Charity's operation

Why we have a policy

The Trustees have ultimate responsibility for all actions carried out by their members, contractors and themselves. The Trustees are therefore determined to ensure the organisation inspires confidence and trust among its users, donors, suppliers and the general public by demonstrating integrity and avoiding any potential or real situations of undue bias or influence in the decision making of the Trustees and Committee.

This conflict of interest policy respects the following principles (which are those promulgated by the Nolan Committee for use in public life):

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

The Trustees understand they have a legal obligation to act in the best interests of the organisation in accordance with their Constitution and the requirements of the Charities Commission.

Conflicts of interest may arise where an individual's personal, or a connected person's interests and/or loyalties conflict with those of the Trustees, or with the purpose and aims of Outreach EMR. Such conflicts may create problems such as inhibiting free discussion that could:

- Result in decisions or actions that are not in the interests of Outreach EMR and
- Risk the impression that Trustees have 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 ask all our trustees and committee members to declare any relevant and material interests, and any gifts or hospitality received in connection with their role in the Charity.

Interests that may impact on the work of the Charity and should be declared include:

- Any directorships of companies likely to be engaged with the business of Outreach EMR

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- Gifts or hospitality offered to members of Outreach EMR by external bodies and whether this was declined or accepted in the last twelve months
- Payment to a trustee and / or committee member and/or their organisation for a service provided to Outreach EMR
- Private or personal relationships with a Contractor providing services to Outreach EMR (e.g. a family member, partner), or
- Any other conflicts that are not covered by the above.

A Declaration of Interests form is provided for this purpose. **To be clear, it is the potential, rather than the actual benefit from which the conflict of interest arises which requires authority.**

To be effective, the declaration of interests needs to be completed prior to appointment, then **updated at least annually** or when any material changes occur. Should there be any doubt on what to declare, the trustee or committee member should err on the side of caution.

All interest and gifts will be recorded on the Charity's Register of Interests which will be maintained by the Charity's Secretary. This register will be accessible by all members of the management committee and as per the Data Protection Act 1998, for the purposes only to ensure that the trustees are acting in the best interests of Outreach EMR. The information will not be used for any other purpose. Signing the Declaration of Interest form will also signify the trustee or committee member consent to their data being processed for the purposes set out in this policy.

Managing Conflicts of Interests during Committee meetings

Any trustee or committee member 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 or committee member 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 family or household, more than the generality affected by the decision should declare the nature of the interest and withdraw from the room, unless they have a dispensation to speak.

If a trustee or committee member 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.

Equality and Diversity

We aim to be an organisation that values, recognises and responds to the diverse needs of members and those we serve. We adhere to the Equality Act 2010 and will not discriminate against any person or other organisation with particular reference to the protected characteristics.

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Review

The Committee, with adequate consultation of Trustees, will regularly review and update this policy.

Agreed by Outreach EMR	
Reviewed 26.04.'26	
Signature. Peter Smith (Chair)	Date 26.04.'26
Mark Fowler (Trustee)	
Graham Millar (Trustee)	

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Appendix 1 of the Outreach EMR Conflict of Interest Policy.

Declaration of Interests: Individual copies to be signed by each Trustee and Member.

Declaration of Potential Conflicts of Interest

As a committee member or trustee, you are required to act in the best interests of Outreach EMR 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:

Name		
Yes	No	
		Is there any relationship, either internal or external, which you feel could cause potential or apparent conflict of interest with your Board activities? If yes, please provide further details of the relationship below
		Have you performed consultancy work or engaged in any other paid work in the last year other than that which has been pre-approved?
		Do you have outside activities that involve Outreach EMR?
		To your knowledge, do you or any member of your immediate family have a significant or influential relationship with (or a financial interest when aggregated for your immediate family in) any other the following:

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		<ul style="list-style-type: none">• A third party that tests, markets or manufactures a product which could be evaluated or developed further through your research activities?
		<ul style="list-style-type: none">• A third party, whose actions you are in a position to influence, which does business with Outreach EMR
		<ul style="list-style-type: none">• A sponsor or collaborator involved with Outreach EMR
		<ul style="list-style-type: none">• Any other business in which there could be a conflict of interest?
		Do you hold any position or appointment as a Director (Executive or Non-executive) or Company Secretary in any company, whether or not this company does business with Outreach EMR? This should have been declared on the Outreach EMR vetting of Trustees Policy already.
		Are you aware of any other circumstances that could constitute a conflict of interest with your position within Outreach EMR.

If you have answered 'YES' to any of the questions above, please give full details below.

Signature _____

Trustee / Committee Member

Date _____

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Storage: This document will be stored at the registered address of the charity along with legal and confidential documents.

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