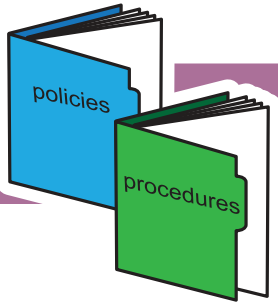


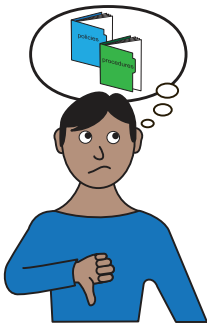


policies and procedures

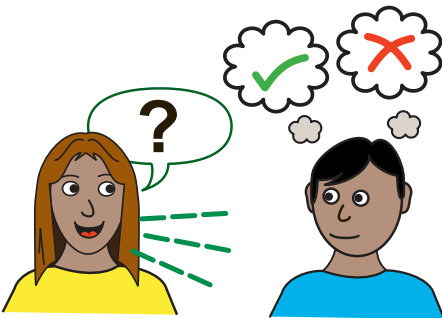


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

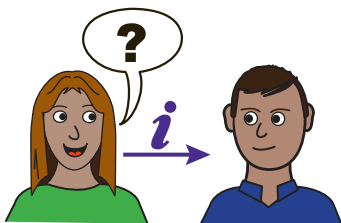


The policies and procedures also tell us what to do if something goes wrong.

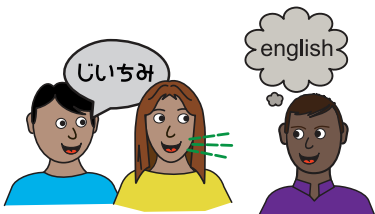


It is important that everybody at Pyramid can access and understand our policies and procedures.

## The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**  
text: **07531 215 999**  
email: **info@pyramid.org.uk**



# PYRAMID

---

## Conflict of Interests Policy

A 'conflict of interests' means a situation where someone might benefit *personally* from something that they do *professionally* (i.e. as part of their job).

Examples of conflicts of interest include:

- A trustee who is also a group member deciding if membership fees should be increased (they might choose not to increase the fees because then they would have to pay more).
- A trustee who is related to a member of the office team making a decision about staff salaries (they might increase the salaries even if Pyramid can't afford it, because they want their relative to earn more money).
- An office staff member whose friend runs a company that could do work for Pyramid (they might choose their friend, even if another company could do the work better).

### How do we avoid conflicts of interest?

Everyone involved in decision making has to say if they have a possible conflict of interests when making a decision.

The Trustees complete a 'declaration of interests' form every year, to say what other organisations they are involved with.

If we need to make a decision and someone has a conflict of interests, they might not be allowed to have a say or vote on that decision. The other Trustees and staff members involved will decide if it's okay.

These decisions will be recorded in the minutes (written notes) of the meeting.

If someone doesn't tell us about a conflict of interests when making a decision, we will follow our Disciplinary Procedure to decide what to do.