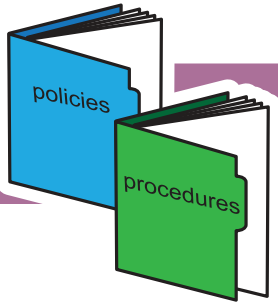


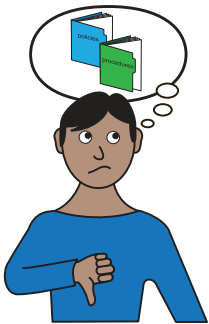


policies and procedures

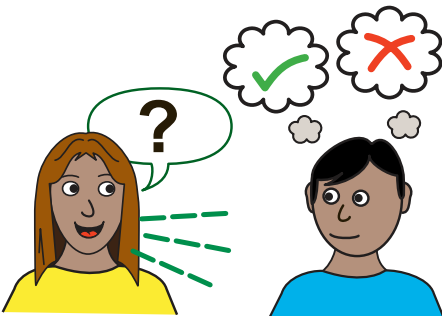


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

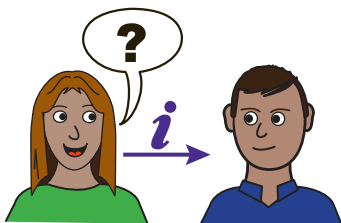


The policies and procedures also tell us what to do if something goes wrong.

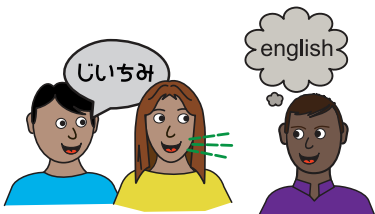


It is important that everybody at Pyramid can access and understand our policies and procedures.

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: **governance@pyramid.org.uk**

Conflict of Interests Policy

This policy explains how we manage conflicts of interest when they arise at Pyramid.

Key terms / words	<p>Please use the glossary of policy terms for definitions of key terms used in our policies and procedures.</p> <p>A conflict of interests means a situation where someone might benefit <u>personally</u> from something that they do <u>professionally</u> (i.e. as part of their job).</p>
Clarifications	
Who does this policy / procedure apply to?	Trustees, employees, freelance workers, contractors
Related policies and procedures	Disciplinary Procedure
Who is responsible for this document?	<p>The Operations Manager is responsible for making sure that this document is kept up-to-date with accurate information, and that it is made available to anyone who wants to read it.</p> <p>The Board of Trustees have a legal responsibility to ensure that Pyramid has appropriate policies and procedures in place.</p>
When was this document last checked?	<p>The Trustees review all Pyramid policies and procedures on a rolling basis, and more often as required (for example, if there is a change in the law, or an incident review).</p> <p>This document was last checked by the Trustees on 11 September 2023.</p>
Who to contact	<p>If you have a question about this policy, or need support to understand it, please contact the Operations Manager.</p> <p>Email governance@pyramid.org.uk</p> <p>Phone 0113 234 6040</p>

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:

Situation	Conflict
A trustee who is also a group member deciding if membership fees should be increased	They might vote 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 to hire 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 take appropriate action.