

On Call Africa Conflict of Interest Policy		
VI	Issued 01/2017	Review 01/2022



On Call Africa

Conflict of Interest Policy

All staff, volunteers, and Board members of On Call Africa will strive to avoid any conflict of interest between the interests of On Call Africa on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy is to protect the integrity of On Call Africa's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and committee members.

Examples of conflicts of interest include:

- 1 A Board member who is also a user who must decide whether fees from users should be increased.
- 2 A Board member who is related to a member of staff or volunteer and there is decision to be taken on staff pay and/or conditions, or volunteer financial contributions.
- 3 A Board member who is also on the Board of another organisation that is competing for the same funding.
- 4 A Board member who has shares in a business that may be awarded a contract to do work or provide goods or services or grants for the charity.

Upon appointment each Board member will make a full, written disclosure of interests, such as relationships, and posts held that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

At the start of all trustee meetings, Board members will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the Board member's best interests or a conflict between the best interests of two organisations that the Board member is involved with.

After disclosure, Board members understand that they will be asked to leave the meeting for the discussion and will not be able to take part in the decision. Any such disclosure and the subsequent actions taken will be noted in the minutes.

A Register of Conflicts of Interests will be maintained.