



Conflict of Interest Policy

All Trustees, staff and volunteers of Lightyear Foundation will strive to avoid any conflict of interest between the interests of Lightyear Foundation 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 purpose of this policy is to protect the integrity of Lightyear Foundation'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:

- A Trustee or senior team member who is also a user who must decide whether fees from users should be increased.
- A Trustee who is related to a member of staff and there is a decision to be taken on staff pay and/or conditions.
- A Trustee or senior team member who is also on the committee of another organisation that is competing for the same funding.
- A Trustee or senior team member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

Upon appointment, the CEO and each Trustee 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.

In the course of meetings or activities, Trustees or senior team members will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the individual's best interests or a conflict between the best interests of two organisations that the individual is involved with.

After disclosure, those who made the disclosure may be asked to leave the room for the discussion and may not be able to take part in the decision, depending on the judgement of the chair of the meeting or the other most senior person present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgement, and staff, volunteers and Trustees should respect its spirit as well as its wording.

Last reviewed: 30/09/2023