

Alpha-1 UK - Trustee Conflicts of Interest Policy

1. Introduction

Alpha-1 UK is committed to acting with integrity, transparency, and accountability in all its decision-making. Trustees must act solely in the best interests of the charity. This policy sets out how conflicts of interest are identified, declared, recorded, and managed to protect the charity and its beneficiaries.

2. Purpose

The purpose of this policy is to:

- Protect Alpha-1 UK's integrity, reputation, and decision-making.
- Ensure trustees comply with their legal duties under charity law.
- Provide a clear process for identifying and managing conflicts of interest.
- Ensure decisions are made in the best interests of the charity.

3. Scope

This policy applies to:

- All Trustees
- Co-opted committee members
- Senior staff involved in decision-making (where applicable)

4. Definition of a Conflict of Interest

A conflict of interest arises when a trustee's personal, professional, or financial interests could, or could be seen to, influence their decision-making.

Conflicts may be:

- **Financial:** employment, contracts, payments, investments, or benefits
- **Personal:** family members, close friends, or relationships
- **Loyalty-based:** involvement with another organisation whose interests overlap or compete with Alpha-1 UK

5. Trustee Responsibilities

All trustees must:

- Act in the best interests of Alpha-1 UK at all times.
- Declare any actual, potential, or perceived conflicts of interest.
- Update their declarations promptly when circumstances change.
- Withdraw from discussions or decisions where a conflict exists.

6. Declaration of Interests

6.1 Register of Interests

- All trustees must complete a **Declaration of Interests Form** on appointment.
- Declarations will be recorded in a **Register of Interests**, held by the Secretary or Chair.
- The register will be reviewed at least annually.

6.2 Meeting Declarations

- Conflicts must be declared at the start of each meeting or when they arise.
- The declaration must be recorded in the meeting minutes.

7. Managing Conflicts of Interest

Where a conflict exists:

- The conflicted trustee must **leave the room** for the relevant discussion and decision.
- They must **not vote** or attempt to influence the decision.
- The remaining trustees must confirm that the decision is in the charity's best interests.
- The action taken must be clearly minuted.

In exceptional cases where all trustees are conflicted, the Board will seek independent advice or follow Charity Commission guidance.

8. Breaches of the Policy

Failure to declare or appropriately manage a conflict of interest may be treated as a serious governance issue and may result in:

- Formal warning
- Removal from specific responsibilities
- Consideration of removal as a trustee, in line with governing documents

9. Review

This policy will be reviewed annually by the Board of Trustees or sooner if required by changes in legislation or guidance.

This Conflicts of Interest Policy is approved by:

Tanya Jones

Vice Chair

1 February 2026
