



Conflict of Interest Policy

All persons engaged in activities for or on behalf of UKPIPS Ltd will endeavour to avoid any conflicts of interest between the interests of the Charity and their own personal, professional and/or business interests.

Conflicts of interest may arise where an individual's personal or professional interests conflict with those of UKPIPS.

Such conflicts may result in, but not be solely restricted to, one or more of the following:

- Restriction of free discussion,
- Influence actions or decisions that are not in the interest of UKPIPS,
- Encouragement of actions that may result in UKPIPS acting improperly,
- Encouragement of actions they may result in personal financial gain.

Aims

The aim of this policy is to ensure that all actions undertaken by UKPIPS' and its stakeholders are carried out without undue influence or favour and do not compromise the integrity of the organisation.

Declaration of Interests

Upon appointment all employees, volunteers, Trustees and any persons undertaking activities on behalf of UKPIPS (Staff) will be asked to complete a declaration of interests form which will be reviewed on an annual basis. The register will be used to record all gifts or hospitality of a value over £100. Interests and gifts will be recorded on the charity's record of interests, which will be maintained by the UKPIPS Administrator. The register will be accessible by contacting the Chair of Trustees.

Data Protection

All data provided will be processed in accordance with data protection principles as defined within the Data Protection Act 2018 (as amended) and UK GDPR. Only data that is relevant to UKPIPS activities will be held and processed and information provided will not be used for any other purposes.

Conflict of interest

If you believe you have a real or perceived conflict of interest you should:

- Declare the interest at the earliest possible opportunity (by notifying the Administrative Officer and the Trustees, and then updating your Conflict of Interests form).
- Withdraw from any discussions and decisions relating to this conflict of interest.



The Chair of Trustees and the Administrative Assistant should take special care to ensure that the minutes or other documents relating to the item presenting a conflict of interest are appropriately redacted for the person facing the conflict. A balance needs to be made to ensure that the person still receives sufficient information about the activities of UKPIPS generally without disclosing such sensitive information that could place the individual in an untenable position.

There are situations where you may participate in discussions from which you could indirectly benefit, for example where the benefits are universal to all the UKPIPS community, or where your benefit is minimal. This action will be agreed by the Chair of Trustees and minuted accordingly.

If you fail to declare an interest that is known to UKPIPS members or trustees, the Chair of Trustees will declare that interest.

Decisions taken where there is a conflict of interest

In the event of the Trustees having to decide upon a question in which a person has a conflict of interest, all decisions will be made by vote, with a simple majority required. A quorum must be attained for the discussion and decision; interested parties will not be counted when deciding if the meeting is quorate. Interested parties may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded by the Administrative Assistant and reported in the minutes of the meeting. The report will record:

- The nature and extent of the conflict
- An outline of the discussion
- The actions taken to manage the conflict.

Where a trustee benefits from the decision, this will be reported in the charity's accounts and annual report in accordance with current Charities Commission Statement of Recommended Practice (SORP). All payments or benefits to Trustees will be reported in the UKPIPS annual report and accounts, with amounts for each Trustee listed for the year in question.

Where an active member of UKPIPS is connected to a party involved in the supply of a service or product, this information will be fully disclosed in the annual report.

Managing Contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements of such contracts will include the provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.

Policy Dated: 17/4/24



UKPIPS I [insert name] as a trustee/employee/volunteer*[delete as appropriate] of UKPIPS Ltd have set out below my interests in accordance with the organisation's conflicts of interest policy.

Category	Please give details of the interest and whether it applies to yourself, or where appropriate, a member of your immediate family, connected person or some other close personal connection
Current employment and any previous employment in which you continue to have an interest which may constitute a conflict (eg employment by a pharmaceutical company)	
Appointments (voluntary or otherwise) that may influence UKPIPS activities e.g. trusteeships, directorships, tribunals, etc.	
Membership of any professional bodies, special interest groups or mutual support organisations.	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings of more than 5% of issued capital, and beneficial interests that may impact or influence UKPIPS activities	
Gifts or hospitality of more than £200 in value offered to you by external bodies and whether these were declined or accepted in the last 12 months.	
Do you use (or care for) a user of the organisations' services?	
Any contractual relationship with UKPIPS Ltd.	
Any other conflicts that are not covered by the above.	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.



I understand that the information provided will be held in accordance with UKPIPS' privacy policy.

Signed:

Position:

Date:



UKPIPS register of interests

Name	Description of Interest	Does the interest relate to UKPIPS trustee/staff/volunteer (delete as appropriate)	Is the interest current?