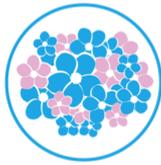


MESOTHELIOMA UK

G1 Conflict of Interest Policy

Original Version:	v1.0
Original Creation Date:	September 2017
Original Author:	Ghislaine Boyd
Original Approval Date:	September 2017

Author of the change (Initials)	What's changed	Approved by (Initials)	Approved date	Version
FF	V2. Update to new brand. Include register of gifts	FF	06/07/2021	V2



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1. Introduction

- 1.1. Trustees have a legal obligation to act in the best interests of the charity and in accordance with the charity's governing document. Staff and volunteers have similar obligations
- 1.2. A conflict of interest is defined as "any situation in which a trustee's personal interests or responsibilities they owe to another body, may, or may appear to influence the trustee's decision making". These situations present a risk that a trustee or staff member will make a decision based on external influences rather than in the best interests of the charity
- 1.3. The most common types of conflict are a direct financial benefit to the trustee or staff member, such as the awarding of a contract to a company in which they are involved, and indirect financial benefit, such as the awarding of a contract to a trustee's spouse

2. Purpose

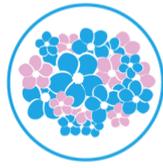
- 2.1. The purpose of this policy is to protect the charity and its trustees, employees and volunteers from any appearance of impropriety and to ensure trustees are fulfilling their legal obligations

3. Scope

- 3.1. This policy applies to trustees, staff and volunteers and should be read in conjunction with our other governance policies.

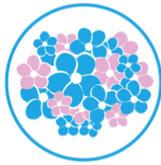
4. Declaration of Interests

- 4.1. We ask the trustees and staff to declare any conflicts of interests, and any gifts or hospitality received in connection with their role in the charity.
- 4.2. For trustees, an annual declaration must be submitted even if there are no conflicts to declare. This is normally requested in June of each year.
- 4.3. For staff members, this policy will be issued upon joining the charity and it is up to the staff member to complete a declaration form if necessary. If during the course of their employment a situation arises that creates a conflict, it is the responsibility of the staff member to submit a declaration at that point.



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- 4.4. For all trustees and staff, any gifts or hospitality must be entered onto the register within 5 working days of being received. This should be done by emailing the Senior Business Manager with the relevant details.
5. Managing Conflicts
 - 5.1. Trustees, staff and volunteers should not participate in any discussions or decisions that directly benefit or affect themselves. They should declare their interest at the earliest opportunity and withdraw themselves from the discussion
 - 5.2. They may, however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal
6. Decisions
 - 6.1. In the event of the Board of Directors having to decide upon a question in which a trustee or member of staff has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and the decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested Board of Trustee members may not vote on matters affecting their own interests.
 - 6.2. All decisions under a conflict of interest will be recorded and reported in the minutes of the meeting.
 - 6.3. Where a trustee benefits from the decision, this will be reported in the annual accounts.
7. Approval
 - 7.1. This policy has been approved by the as per the cover sheet and will be reviewed at least annually.

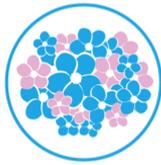


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CONFLICT OF INTEREST SELF DECLARATION

I, _____, as a Trustee/Employee/Volunteer of the Mesothelioma UK Charitable Incorporated Organisation ("the Charity") have set out below my interests in accordance with the organisation's Conflict of Interest Policy.

Category	<i>Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your family, or another close personal connection.</i>
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments, memberships and/or trusteeships of any local authority, relevant professional bodies, special interest groups or other organisations.	
Investments or other financial interest in any companies, consultancies or other organisations which have or may enter into a contractual relationship with the Charity.	
Gifts or hospitality offered to you by relevant external bodies or persons connected to the Charity in any way and whether this was declined or accepted in the last 12 months.	



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Have you agreed to employ or are you related to (or otherwise care for) a beneficiary of the Charity?	
Do you employ or are you related to anyone who is an employee or consultant to the Charity?	
Do you, a relative, or anyone in your employment have any other contractual relationship(s) with the Charity?	
Do you wish to declare 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.

Signed:		Date:	
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