

Talk The Talk Conflict of Interest Policy

1. Purpose

This policy ensures transparency, integrity, and public trust in the operations of Talk The Talk by identifying and managing conflicts of interest among trustees, staff, volunteers, and contractors.

2. Scope

This policy applies to:

- Trustees and board members
- Employees (full-time, part-time, temporary)
- Volunteers and interns
- Contractors and consultants

3. What Is a Conflict of Interest?

A conflict of interest arises when personal, financial, or other interests could improperly influence—or appear to influence—a person's duty to act in the best interests of the charity. This includes:

- Personal gain from charity decisions
- Relationships that affect impartiality
- External roles or business interests that overlap with charity activities

4. Examples Relevant to Charities

- A trustee awarding a grant to an organisation they also work for
- A staff member accepting gifts from a supplier
- A volunteer promoting a personal business during charity events
- A contractor recommending services from a company they own

5. Disclosure and Declaration

All individuals must:

- Declare any actual or potential conflicts upon appointment and annually thereafter
- Update declarations if circumstances change
- Use the charity's Conflict of Interest Declaration Form
- Excuse themselves from related decisions or discussions

6. Managing Conflicts

- The Board will review disclosures
- All decisions will be recorded in meeting minutes
- Serious breaches may result in disciplinary action or removal

7. Confidentiality and Non-Retaliation

Disclosures will be treated confidentially. No individual will face retaliation for declaring a conflict in good faith.

We are committed to reviewing our policies and good practice annually.

This policy was last reviewed and updated in November 2025

It was adopted by the trustees on 18th November 2025

This policy is due to be reviewed in July 2026

A handwritten signature in dark ink, reading "Steve Phillips". The signature is written in a cursive style with a large, stylized 'S' at the beginning.

Steve Phillips
Chair of Trustees
18.11.25