



GOVERNANCE · POLICY 08

Conflict of Interest Policy

How CYEF identifies, declares and manages situations where personal interest could influence a decision taken in the Foundation's name.

Document	Conflict of Interest Policy, with annual declaration form
Version	1.0
Owner	CYEF Board of Directors
Date adopted	pending board adoption
Review cycle	Reviewed every two years. Declarations renewed annually
Applies to	Board members, staff, coaches, volunteers and anyone taking decisions on CYEF's behalf

1. Why this matters for CYEF

CYEF operates in a community where people know each other, and it was founded by a public figure. Both are strengths. Both also make conflicts of interest more likely, not less: relatives apply for roles, friends supply services, and a founder's public profile can blur the line between the individual and the institution.

A conflict of interest is not misconduct. Failing to declare one is. This policy exists so that decisions can be shown to have been taken on merit, which is what a funder carrying out due diligence will want to see.

2. What counts as a conflict

A conflict arises where a person's personal, family, financial or outside interest could influence, or could reasonably appear to influence, a decision they take for CYEF.

Type	Examples
Financial	Holding an interest in a company bidding to supply CYEF. Receiving a commission. Being paid by a partner organisation
Family and personal	A relative or close friend applying for a role, a scholarship, a place in a programme or a supply contract
Outside roles	Serving on the board of another organisation that competes for the same funding, or that CYEF partners with
Gifts and hospitality	Accepting gifts, trips or hospitality from a supplier, sponsor or applicant
Reputational	Using a CYEF platform, event or audience to advance a personal business, brand or public profile
Political	Any activity that could present CYEF as aligned to a political party, candidate or campaign

Political independence

CYEF is politically independent. Nobody may use CYEF's name, resources, platforms, events or beneficiaries to support a political party, a candidate or a campaign. This is a condition of several funding relationships and it is not negotiable. Where a CYEF representative holds a public appointment, that role is kept separate and is presented in terms of the public service it performs.

3. Declaring

- Every board member, staff member and volunteer completes a declaration on appointment and again each year
- A new conflict is declared as soon as it arises, and never held until the annual round
- Declarations go to the Board Chair. The Chair's own declaration goes to the full board
- The board maintains a register of interests, reviewed at least annually
- If you are unsure whether something counts, declare it. The cost of declaring something unnecessary is nothing

4. Managing a declared conflict

Once declared, the board or the responsible manager decides how to handle it and records the decision.

Approach	When it applies
Record only	The interest is remote and cannot realistically influence the decision
Withdraw from discussion	The person may give information but leaves before deliberation and takes no part in the decision
Withdraw from the process entirely	Recruitment, procurement or selection where a relative or associate is a candidate
Transfer the decision	The decision moves to another person or to a board subcommittee
Decline the opportunity	The conflict cannot be managed, so CYEF does not proceed

Minutes record who declared what, who left the room and who took the decision. That record is what evidences good governance to an auditor or a funder.

5. Specific rules

5.1 Recruitment and selection

- Anyone related to or closely connected with a candidate takes no part in shortlisting, interviewing or deciding
- Relationships are declared before the process begins, not after an outcome is questioned
- Appointments are made on documented criteria

5.2 Procurement

- Interests in a bidding supplier are declared and the person withdraws from the decision

- Purchases above the threshold in the Finance and Procurement Policy require competitive quotations
- Where a connected supplier is genuinely the best option, the reasoning is documented and approved by the board

5.3 Programme places and scholarships

- Selection criteria are set in advance and applied consistently
- Relatives of staff, board members or partners may take part in programmes but must not receive preference
- Any connection is declared and recorded

5.4 Gifts and hospitality

- Do not accept cash, in any amount, from anyone doing business with CYEF
- Modest hospitality in the ordinary course of work may be accepted and is recorded
- Anything of more than token value is declined, or accepted on CYEF's behalf and recorded in the gifts register
- Never accept a gift during a live tender or selection process

6. Breach

Failing to declare a conflict, or taking part in a decision after declaring one, is a disciplinary matter. Where it results in loss to CYEF or personal gain, it may be treated as fraud under the Anti-Fraud, Bribery and Corruption Policy and reported to the authorities.

7. Annual declaration of interests

Complete on appointment and annually. Return to the Board Chair. Declaring an interest does not imply wrongdoing.

Full name

Role at CYEF

Period covered

Yes / No	Do you, or does a close family member, have any of the following?
	A financial or ownership interest in a business that supplies, or may supply, goods or services to CYEF
	Employment or a paid role with a CYEF partner, funder or supplier
	A position on the board of another organisation working in the same field
	A family or close personal relationship with another CYEF board member, employee, volunteer or programme participant
	Any interest in land, premises or equipment used by CYEF
	A political office, candidacy or formal party role
	Any gift or hospitality above token value received in connection with your CYEF role in the past year
	Any other interest that could reasonably be seen to influence your judgement

Details of anything answered yes, including dates and the people involved

I confirm that the information above is complete and accurate. I will inform the Board Chair promptly if my circumstances change, and I will withdraw from any decision where I hold a declared interest.

Signature

Date

Received by Board Chair

Date entered in register

Read alongside the Anti-Fraud, Bribery and Corruption Policy, the Finance and Procurement Policy and the Whistleblowing and Protected Disclosure Policy.