



Together for Neurodiversity CIC

# Conflict of Interest Policy

## Introduction

Together for Neurodiversity CIC (TfN) is committed to maintaining the highest standards of integrity and transparency in all its activities. This Conflict-of-Interest Policy is designed to help directors, employees, volunteers, and partners identify, disclose, and manage any actual, potential, or perceived conflicts of interest, ensuring that our actions remain in the best interest of the Company and the community we serve.

## Policy Statement

We recognise that conflicts of interest can arise, and it is crucial to handle them effectively to maintain trust and accountability. This policy sets out the principles and procedures for identifying and managing conflicts of interest to uphold our values of inclusivity, empowerment, compassion, collaboration, respect, education, empathy, and accountability.

## Scope

This policy applies to all directors, employees, volunteers, contractors, and partners of Together for Neurodiversity CIC. It covers all situations where a conflict of interest might arise during the course of our work.

## Definitions

- **Conflict of Interest:** A situation in which a person's personal interests (financial, familial, or otherwise) could influence or appear to influence their decisions or actions on behalf of the TfN.
- **Personal Interests:** Includes direct or indirect financial interests, relationships, or other affiliations that could compromise or appear to compromise one's judgment and objectivity.

## Identifying Conflicts of Interest

Conflicts of interest may arise in various situations, including but not limited to:



- **Financial Interests:** Where an individual benefits financially from their position within TfN, such as through contracts, employment, or consultancy.
- **Personal Relationships:** Where close personal relationships (e.g., family, friendships) might affect impartial decision-making.
- **External Activities:** Where involvement in external organisations, including other charities or businesses, might conflict with the interests of TfN.
- **Gifts and Hospitality:** Acceptance of gifts or hospitality that could influence or appear to influence decision-making.

## Disclosure of Conflicts-of-Interest

All directors, employees, volunteers, and partners are required to disclose any actual, potential, or perceived conflicts of interest as soon as they arise. Disclosures should be made:

- **Directors and Senior Staff:** To the Managing Director.
- **Employees and Volunteers:** To their immediate supervisor or the designated Conflict-of-Interest Officer.
- **Partners and Contractors:** To their primary contact within TfN.

## Managing Conflicts of Interest

Upon disclosure of a conflict of interest, the following steps will be taken to manage it:

1. **Assessment:** The disclosed conflict will be assessed to determine its significance and potential impact on TfN's activities.
2. **Decision:** The appropriate course of action will be decided, which may include:
  - Recusal from decision-making or involvement in related activities.
  - Reassignment of duties to avoid the conflict.
  - Termination of the conflicting interest if it cannot be managed otherwise.
3. **Documentation:** All disclosures and decisions regarding conflicts of interest will be documented and kept on record.



4. **Monitoring:** Ongoing monitoring to ensure that the conflict is managed appropriately and does not affect the integrity of TfN's operations.

## Examples of Conflict-of-Interest Situations

- A director of Together for Neurodiversity CIC who has a financial interest in a company bidding for a contract with the Company must disclose this interest and may need to recuse themselves from the decision-making process.
- An employee who is related to a service provider must disclose this relationship and may need to avoid involvement in the procurement process.
- A volunteer who is also involved with another organisation that competes for the same funding sources must disclose this dual role and may need to adjust their involvement to avoid conflicts.

## Training and Awareness

The Board of Directors holds overall responsibility for ensuring the effective implementation of this policy. The designated Conflict-of-Interest Officer is responsible for:

- Receiving and assessing disclosures.
- Providing guidance on managing conflicts of interest.
- Maintaining records of disclosures and decisions.
- Reporting to the Board on conflict-of-interest matters.

## Contact Information

For any questions or concerns regarding this policy or conflict of interest matters, please contact our Conflict-of-Interest Officer at:

### **Policies Officer**

Together for Neurodiversity CIC  
[policies@myneurodiversity.org.uk](mailto:policies@myneurodiversity.org.uk)



## Review and Updates

This policy is reviewed annually and updated as necessary to ensure ongoing relevance and compliance with best practices and legal requirements.

By adhering to this Conflict-of-Interest Policy, Together for Neurodiversity CIC reaffirms its commitment to integrity, transparency, and the highest ethical standards in all our activities, ensuring that our work continues to benefit neurodiverse individuals and their families.

This comprehensive conflict of interest policy reflects our dedication to maintaining trust and accountability, ensuring that all actions taken by Together for Neurodiversity CIC align with our mission and values.