

Conflict of Interest Policy

About us

The Adsum Foundation was established in 2008 to support communities in the developing world, with our sole focus within Madagascar. We deliver projects in the areas of education, WASH, sustainable livelihoods and health.

Purpose of our Conflict of Interest Policy

It is the intention to avoid any conflict of interest between the interests of the organisation and the personal, professional, and business interests of individuals, including Board members, and outside organisations; this includes avoiding actual conflicts of interest, as well as the perception of conflicts of interest.

The Board has ultimate responsibility for all actions of the Adsum Foundation. The Board has a legal obligation to act in the best interests of the organisation and in accordance with the Adsum Foundation's governing document.

Conflicts of interest may arise where an individual's personal or family interests and/or loyalties to some other individual, or group, conflicts with those of the Adsum Foundation. Such conflicts may create problems by:

- inhibiting free discussion.
- Result in decisions, or actions, that are not in the interests of the Adsum Foundation.
- Risk the reputation of the organisation.

The purposes of this policy is to protect the integrity of the Adsum Foundation's decision-making process, to enable stakeholders to have confidence in the organisation's integrity, and to protect the integrity and reputation of Board.

Declaration of Interests

Board and staff members are asked to declare their interests, and any gifts or hospitality received in connection with their role in the Adsum Foundation. They have a personal responsibility to declare conflicts of interest in order to fulfil their duty to act only in the best interests of the charity.

For the Board, a Declaration of Interests form is provided for this purpose, listing the types of interest one should declare. To be effective, the declaration of interests needs to be updated at least annually, and also when any changes occur. If a Board member is unsure what to declare, or whether/when the declaration needs to be updated, please err on the side of caution.

Board members, staff and guests will be asked at the outset of each Board meeting whether they have any, previously undeclared, interests to record. The Board and staff should also be mindful of declaring a conflict of interest at other times of decision making – for example during a recruitment process.

To discuss this issue further, please contact the Chairperson for confidential guidance. Declared Interests will be recorded on the Adsum Foundation's Register of Interests, which will be maintained by the Director; the register will be accessible by the Board and the Director.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the GDPR. Data will be processed only to ensure that Board members act in the best interests of Adsum Foundation. The information provided will not be used for any other purpose.

Procedures

All conflicts of interest, whether actual or potential, should be declared promptly at the earliest possible opportunity:

- Any Board/staff member who has an interest (financial or otherwise of perceived or real danger of bias) in a matter under discussion should declare the nature of their interest and withdraw from the room.
- The remaining Board members will then be obliged to consider, in the light of the declared interest, how to proceed in the best interests of the Adsum Foundation. This may result in the Board member being excluded from the discussion, invited to participate in and/or vote in the matter under discussion.
- If a Board member is in any doubt about the application of these rules, they should consult with the chairperson.
- If a Board/staff member should fail to declare an interest that is known to the chairperson, the chairperson will declare that interest.

Recording Decisions

In the event of the Board having to make a decision in a matter in which it has been confirmed that a Board/staff member has an interest and thus should be excluded from the decision-making process, all decisions will be made by vote, with a simple majority required.

A quorum must be present for the discussion and decision and the interested party will not be counted when deciding whether the meeting is quorate.

All decisions under a conflict of interest will be recorded 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.

Managing & Monitoring of Funding/Grant Recipients

Board members with a confirmed interest in an organisation, or project, that is a recipient of Adsum Foundation funding will not be involved in managing or monitoring this funding/grant.

External Moderation

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

This is the Conflict of Interest Policy of the Adsum Foundation. It will be reviewed and updated, if required, at a minimum every three years; the next review is due June 2026.

Accompanying documentation to this policy is the 'Declaration of Interests Form'.

A handwritten signature in black ink that reads 'Gavin Longger'.

Signed:

Position: Director

A handwritten signature in black ink that reads 'Emma Johnston'.

Signed:

Position: Grants & Partnerships Manager