

TransLeeds Conflict of Interest Policy

All conflicts of interest for staff and volunteers must be disclosed to the Coordinator as soon as they arise. Conflicts of interest for Trustees must be declared to the Chairperson. Any conflicts of interest may be discussed with the trustees as a whole.

Conflicts of interest cover any situations where an individual may not be working impartially. This may be due to personal relationships, political, religious or other beliefs, membership of other organisations or any other situation that may impact decision making.

Personal relationships

All personal relationships with service users must be declared to the coordinator/chairperson, regardless of the nature of that relationship.

If a trustee/staff member/ volunteer enters into a new relationship with a service user, whether that is a romantic relationship, becoming housemates, or another change in status, a trustee/staff member will approach the service user confidentially to discuss the situation and ensure there is no power imbalance or safeguarding concern. This will give the service user an opportunity to raise any concerns they may have.

Trustees/staff members/volunteers must not embark upon a new romantic/sexual relationship with a service user who they are supporting in a 1:1 capacity, for example doing advocacy work or individual support work with them, for the duration of that support and up to 6 months after the support ends.

Organisational relationships

If a trustee/staff member/ volunteer is or becomes a member of an organisation that may impact on their impartiality they must declare this immediately to the Coordinator/Chairperson. This may lead to them being excluded from certain pieces of work. For example, if TransLeeds are applying for a grant, and a staff member is also applying for that grant in a personal capacity or on behalf of another organisation, they may be excluded from working on the grant proposal.