

Conflict of Interest – Personal Relationships Policy

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	Print Name	Job Title/Role	Signature	Date
Department Quality Review	Pulvisha Raja	Interim director of People and Culture	<i>Pulvisha Raja</i>	Jul 22 2024
Reviewed and approved by BOD	Mohamed Ashmawey	CEO	<i>Mohamed Ashmawey</i>	Jul 20 2024
Reviewed and Approved by Deputy CEO	Owais Khan	Deputy CEO	<i>Owais Khan</i>	Aug 09 2024
Reviewed and Approved by	Ahmed Nasr	Director of Performance and Accountability	<i>Ahmed Nasr</i>	Jul 19 2024
Reviewed and approved by BOT	Dr Kamil Omoteso	Trustee	<i>Kamil Omoteso</i>	Jul 22 2024
Date of next review	End of July 2026			

Policy Owner	People and Culture
Key Responsibilities	All staff
Associated Documents	

Revision History

Revision History (Provide summary of changes and justification)	Changes reviewed & approved by	Date of review & approval	Date effective

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Conflict of Interest – Personal Relationship Policy

1. Policy Statement

1.1. A conflict of interest occurs when a person's personal interest or loyalties to another person or organisation affect, or appear to affect, or could reasonably be considered to affect, the impartiality, judgement, or effectiveness expected from an individual in their role at Human Appeal.

1.2. Human Appeal wishes to ensure that the decisions, judgements and effectiveness of all working for, or on behalf of, Human Appeal are, and appear to be, unbiased, impartial, and solely and wholly for the benefit of the charity. Individuals working for, and on behalf of, Human Appeal shall not affect, or appear to affect, the impartiality, judgement or effectiveness expected from them in their role, and abuse that relationship to the detriment of others, or be in apposition where they are perceived by others to be in position to do so.

2. Policy Objective

2.1. Relations between existing staff, trustees, volunteers and contractors:

2.1.1. Significant social relationships between members of the same team are generally discouraged, because they may consciously or subconsciously affect decision-making. However, it is recognised that strictly professional relationships can naturally lead to social relationships, and even the forming of close personal relationships.

2.1.2. Those whose personal interest or loyalties to a person or organisation affect, appear to affect, or could reasonably be considered to affect, the impartiality, judgement or effectiveness expected of them in their role, are required to ensure that decision making cannot be compromised, by making an early declaration to People & Culture (PC). Where such conflicts of interest exist, or appear to exist, those working for, or on behalf of Human Appeal shall not directly or indirectly line manage or supervise those members of staff, volunteers, contractors, suppliers nor make decisions nor participate in the decision-making process relating to those categories.

3. Roles and Responsibilities

3.1. People & Culture are responsible for conducting the following assessment:

3.1.1. Whether the situation affects, or appears to affect, or could potentially affect any of the individual's decisions for Human Appeal.

3.1.2 Whether an individual's family member (current or former family relationships are included – it is recognised even after divorce close bonds can be maintained between individuals), or some other person with whom the individual has a close personal relationship, gains or could gain unwarranted benefit because of the relationship with the individual working with Human Appeal or vice-versa.

3.1.3. An assessment on how the situation is perceived by or appears to a colleague, donor, supplier, member of the public or the media.

3.1.4. If an individual has a close personal relationship with someone, and has the authority to influence their contractual terms, position in the organisation, safety, pay, promotions, career development and disciplinary outcomes, then there is a conflict of interest that must be declared to People & Culture.

4. Policy Provisions

4.1. Managing a conflict of interest:

4.1.1. The individual shall discuss the situation with their line manager and must declare the situation to PC. PC and the line managers are responsible for dealing with the conflict of interest, putting in place processes and safeguards to manage or prevent the situation affecting decision making or the work of Human Appeal.

4.1.2. The executive directors must collectively come to a decision on how to prevent and resolve current conflicts of interest. The CEO or COO shall not hold that position if they are regarded as having conflict of interest with close relationships, whether family or friends, in Human Appeal.

4.1.3. Procedures such as the whistle-blowing policy and process may be used to report any breaches of this policy.

4.2. Recruitment and hiring of consultants, contractors and suppliers:

4.2.1. Human Appeal employees at times recommend people from outside the organisation for vacancies. Human Appeal supports this, subject to two criteria:

4.2.1.1. The recruiting manager (i.e. any person responsible for the hiring of a position), or the director of the recruiting manager, shall not recommend a relative or someone they have a close personal relationship with, if they would be managed by them or one of their direct reports. For the position of CEO and COO (or other equivalent roles), there should be no recommendations as they will be managed by the direct reports of the CEO or COO.

4.2.1.2. The recruiting manager, or the director of the recruiting manager, should never be involved in the process of recruiting a relative or an individual with whom they have a close personal relationship with.


5. Policy Review


This policy was prepared by the People and Culture function at Human Appeal. It will be reviewed on a bi-annual basis to ensure continuing appropriateness.

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