

CONFLICT OF INTEREST POLICY

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1 Introduction

The IPM is a registered charity that has a website www.ipm.org.uk and an online journal (Institute of Psychosexual Medicine Journal or IPMJ). It is vital that robust systems are in place for Trustees and employees to identify and declare potential conflicts of interest.

2 Purpose

The policies and procedures explained in this document have been developed so that the IPM Trustees and employees can readily identify, declare and manage possible conflicts of interest. This is important for both individuals' professional probity and governance as well as organisational probity and governance for the IPM as a registered charity. A written tool is provided to assist Trustees and employees in the declaration of potential conflicts of interest for consideration of the IPM Council.

3 Scope

This policy applies to all Trustees, other volunteers, employees, contractors and third-party representatives of the IPM.

The policy requirements should be reflected in other policies and procedures, agreements and contracts, as necessary.

4 Charity Commission Guidance or References Applicable

Reference: [Conflicts of Interest: A Guide for Charity Trustees \(CC29\)](#)

5 Responsibilities

All Trustees and employees are responsible for identifying and disclosing potential conflicts of interest to the IPM Council.

All Trustees and employees are expected to familiarise themselves with the sections of the policy that are relevant to their work and adhere to its guidelines.

6 Understanding Conflicts of Interest

Trustees must act in the best interest of the IPM.

A conflict of interest, or conflict of loyalty, is any situation where a Trustee's personal interests or interest they owe to another person or body may influence a Trustee's decision making.

A perceived conflict of interest is where an interest which a Trustee has could be seen to influence their decision, even if it doesn't. It's important to recognise where conflicts might be perceived, even if you feel confident it won't affect your decision. If a situation looks like a conflict of interest, it's best to treat it as one.

There may be situations in which a Trustee's loyalty to the IPM conflicts with their loyalty to:

- the body which appointed them
- another charity of which they are a Trustee
- a member of their family

Such conflicts of loyalty will not stop anyone from being a Trustee, but they can cause conflicts of interest, or perceived conflicts of interest.

7 Declaring a Conflict

As soon as you're aware of a conflict, actual or perceived, you must complete the written IPM Conflict of Interest form and submit this to the IPM Council.

Some interests may not present a conflict straight away, but Trustees should still declare their key interests regularly. For long term interests, such as joining a new organisation as an employee or Trustee, the interest should be declared and included in your organisation register of interests.

If you have a short-term interest or a conflict of interest, such as having a contract with a supplier for a single project and finding that the supplier is also being considered by the IPM, you must declare that interest at the start of any meeting or discussion relating to the area of conflict.

8 Financial Conflicts of Interest

Individuals must not:

- Authorise or modify their own pay or personnel entitlements or records
- Make payments or enter into contracts with family members or organisations in which they have an interest, either directly or through a close family member without prior approval from the Council.

(See **IPM Financial Controls and Accounting Policy**)

9 Contracting Conflicts of Interest

The IPM Council acknowledges that, in certain cases, it is in the best interests of the IPM to employ a friend or family member of an employee or Trustee. This can be by far the cheapest option for the IPM as a charity and rules out lengthy tendering processes for minor roles which saves time for our IPM administrators.

However, on these occasions an "IPM Declaration of Interests" form must be completed and submitted to the IPM Council.

It is at the IPM Council's discretion whether to employ friends or family of an employee or Trustee in minor paid roles without tender or contracting processes.

Major contracts must follow a competitive, transparent procurement process.

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CONTROLLED DOCUMENT

(See **IPM Financial Controls and Accounting Policy**)

10 Institute of Psychosexual Medicine Journal (IPMJ) Conflicts of Interest

Editors must be vigilant about conflicts of interest when considering written submissions for publication from IPM members or external contributors.

All contributors should be informed about conflicts of interest and complete an IPM Declaration of Interest Form when necessary.

A brief statement regarding conflicts of interest should be included in the journal's contents.

Any advertising in the IPMJ should be scrutinised to prevent any potential conflicts of interest with Trustees.

11 IPM DECLARATION OF INTERESTS FORM

Category	Please provide details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection.
Current employment and any previous employment with ongoing financial interest.	
Appointments (voluntary or paid positions), e.g. Trusteeships, directorships, local authority membership, tribunals etc.	
Membership of any professional body, special interest groups or mutual support organisations.	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings (e.g. more than 1% or 5% of issued capital) and beneficial interests.	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.	
Do you use, or care for a user of the organisation's services?	
Any contractual relationship with the charity or its subsidiary.	
Any other conflicts that are not covered by the above.	

By signing below, I confirm that the above information is complete and accurate. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I consent to its use in accordance with the IPM conflicts of interest policy and for no other purpose.

Signed:

Position:

Date:

12 Version Control - Approval and Review

No.	Approved by	Date	Main Changes	Review
Draft	IPM Council	20 March 2025	New Policy	3 years