



The Online Memorial and Museum of Prisoners of War

Charitable Incorporated Organisation, [registered charity number 1200975](#).

CONFLICT OF INTEREST BY OFFICERS & TRUSTEE

Introduction:

People accessing Prisoners of War web site rely on us to give fair, independent and trusted answers. So we take conflicts of interest very seriously - and take active steps to ensure that they don't arise.

We ask the Trustee's to declare their interests when they join us, and then at the AGM each year. We expect and encourage all our staff to tell us as soon as they become aware of any circumstances that could give rise to an issue.

The complaint will then be passed to someone else to investigate and decide.

What's a conflict of interest?

A conflict of interest is when someone's judgement or actions at work are - or could be - affected by something unconnected with their role. This includes any circumstances that affect - or could be seen to affect - someone's independence or impartiality.

Each Trustee will need to tell the Chair as soon as they discover any circumstances that may - or may be seen to - lead to a conflict of interest.

Even if an individual may be confident that there's no conflict of interest, we need to think about how the situation might look to someone else. Perception really counts. So if a member of staff has any doubts at all, they must talk things through with the Chair.

What might a conflict of interest involve?

There isn't a definitive list - but some examples worth bearing in mind could be where a member of staff might:

- deal with a enquiry that they have a personal interest in - or a query brought by someone they know;
- be involved in a similar organisation or group involved in POW data or research.
- If in any doubt its best to declare an interest at the Trustee Meeting.

Offers of gifts and hospitality

We always need to think carefully about whether it’s a good idea to accept any gift or hospitality. In any case, only “token” gifts worth no more than £25 should be accepted.

Approved by Trustees 14th Oct 2024
Due for review September 2025

Change Record:

Date of Change Changed by Comments Date of approval by Trustees

Date of Change:	Changed by:	Comments:	Date of approval by Trustees:
15/1/2024	MJS	Original	14/8/23
August 2024	MJS	Format to standard	14th Oct 2024
Review 2025			