

# Academy Of South Indian Music & Dance

## Conflicts of Interest Policy

**Date of Policy:** March 2022

**Next review due by:** March 2027

Asim UK will ensure that this policy is applied fairly to all employees and does not have a negative impact in relation to Asim UK's equality strands: race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership, and pregnancy and maternity.

## Conflicts of Interest Policy

This policy is established to ensure that the operations and contributions of Asim UK remain free from improper influences and maintain fairness and impartiality. Individuals associated with Asim UK must ensure that their personal interests do not conflict with the mission and objectives of the organization and must not allow personal relationships or external pressures to influence their decisions.

### Scope

This policy applies to the following parties within Asim UK:

- Board of Trustees
- Executive Committee
- Employees
- Volunteers
- Contractors
- Any other individuals contributing to Asim UK's activities

All individuals falling under this scope must comply with this policy.

### Identification and Declaration of Conflicts of Interest

Asim UK considers the following as potential conflicts of interest:

- a) Personal relationships, whether declared or not (including friendships and family relationships).
- b) Contractual relationships (including close professional relationships or being a tutor of an individual associated with Asim UK's activities).
- c) Relationships where an individual is beholden to another through gifts, hospitality, or favors.
- d) Exchange of financial rewards or favors between concerned parties.

With these definitions in place, Asim UK requires:

- a) All relevant individuals must declare any potential conflicts of interest in writing as soon as they are identified, to the Governance Officer (governance@asimuk.com).
- b) All conflicts of interest must be recorded and regularly updated.
- c) All individuals are responsible for raising potential and identifiable conflicts of interest between different parties, such as:

- Employees and service users
- Contractors and employees
- Trustees and external service providers
- Committee members and stakeholders

d) Identifying conflicts of interest dynamically and raising them with a member of the trustees or relevant committee, such as an individual discovering a personal relationship with a party involved in an Asim UK activity.

### **Consequences of Breach**

Asim UK reserves the right to take the following actions upon identifying a breach of this policy:

- a) Immediate termination of a contract with an employee, volunteer, contractor, or trustee.
- b) Disciplinary proceedings, which may include seeking appropriate financial damages where relevant.

### **Data Protection and Confidentiality**

In compliance with the General Data Protection Regulation (GDPR), all personal data collected as part of the Conflicts of Interest Policy will be securely stored in accordance with the Asim UK Data Protection Policy and Privacy Statement. Only authorized personnel will have access to this data.

### **End of Policy**