

The Snowflake Trust Limited

Operating The Snowflake Winter Night Shelter

CONFLICTS OF INTEREST POLICY

All Staff, Volunteers, and Snowflake Trustees strive to avoid any conflict of interest between the interests of the night shelter on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy is to protect the integrity of The Snowflake Trust's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of Volunteers, Staff and Trustees alike.

All Volunteers of the Snowflake Night Shelter will strive to avoid any conflict of interest between themselves and the night shelter for the duration of the night shelter.

Volunteers will be required to disclose any association they have with a Guest, whether this association be direct or indirect (such as through family or friends). After disclosure of said association, a discussion will be held with the Project Manager and the designated Trustee. Any action taken will only be those sanctioned by the designated Trustee. This may include the Volunteer being asked to step down for the duration of the said Guest's stay or it could be that the Guest has to seek alternative accommodation, although this will only be when there is no other safe alternative.

This policy is meant to supplement good judgment, and Staff, Volunteers and Trustees should respect the spirit of this policy as well as the wording of it.

Update: June 2016