

LSM Conflict of Interest Policy

All staff, volunteers, and contractors of London School of Mediation (LSM) will strive to avoid any conflict of interest between the interests of LSM 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 purpose of this policy is to protect the integrity of LSM's decision-making process, to enable our delegates and customers to have confidence in our integrity, and to protect the integrity and reputation of staff, volunteers, and contractors.

Examples of conflicts of interest include:

- A contractor who is also an employee or member of an organisation that is a customer of LSM will not be allocated to be a mediator for that organisation.
- A volunteer or contractor who is related to a customer will not be allocated as a mediator to that customer.
- A volunteer or contractor who is related to or works with a delegate will not make decisions about that delegate's performance or success on the course.
- A contractor who is a member or employee of a business that may be awarded a contract to do work or provide services for LSM.

Upon appointment each contractor will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and LSM will be updated as appropriate.

In the course of meetings, courses or activities, contractors will disclose any interests in a transaction or decision where there may be a conflict between LSM's best interests and the contractor's best interests.

Where there is a relevant disclosure, the contractor may be asked to leave the room for a discussion to take place and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and staff, volunteers and contractors should respect its spirit as well as its wording.

This policy will be regularly reviewed.

20 May 2021