

LEAF Trustee Independence and Conflict of Interest Policy

It is important that all of LEAF's trustees are free from influence from funders, including the alcohol industry, and free from influence from lobbying, sectorial or campaigning interests, including those that campaign against industry funded education in schools.

To ensure this independence is upheld it is a requirement that trustees are appointed solely for their ability to provide the necessary objective and independent lifeskills, educational and specialist experience and expertise. Trustees will, in accordance with the requirements of charity law, to act in the best interests of the foundation's beneficiaries and to actively support the aims of the charity. The trustees will have no formal connection with organisations that fund the foundation, including the alcohol industry, those with sectorial or campaigning interests and those that campaign against industry funded education in schools.

Transparency is an important aspect of demonstrating independence and the entire process must be as open and clear as possible, particularly concerning the relationship between key stakeholders, accountability and reporting.

For the purposes of transparency and independence the trustees will define independence as being free from:

- Any consultancy, directorship, position in or work for that attracts regular or occasional payments in cash or in kind, both those which have been undertaken in the 5 years preceding and which are planned but have not taken place.
- Any fee-paid work commissioned by for which the individual is paid in cash or in kind, both those, which have been undertaken in the 12 months preceding, and which are planned but have not taken place.
- Any shareholdings, or other beneficial interests, in shares that are either held by the individual or for which the individual has legal responsibility (for example, children, or relatives whose full Power of Attorney is held by the individual)
- Expenses and hospitality provided which is beyond that reasonably required for accommodation, meals and travel to attend meetings and conferences, both which have been undertaken in the 12 months preceding and which are planned but have not taken place.
- Funds which include investments held in a portfolio over which individuals have the ability to instruct the fund manager as to the composition of the fund.
- The holding of a fellowship endowed by any organisation that fund the foundation, including the alcohol industry, those with sectorial or campaigning interests and those that campaign against industry funded education in schools.

- Any payment or other support that does not convey any pecuniary or material benefit to an individual personally but that might benefit him or her. Examples include:
 - a grant from a company supporting the running of an organisation or programme
 - a grant or fellowship or other payment to sponsor a post or member of staff in the organisation
 - the commissioning of research or other work by, or advice from, staff who work in the organisation
 - one or more contracts with, or grants from, organisations that fund the foundation, including the alcohol industry, those with sectorial or campaigning interests and those that campaign against industry funded education in schools.

But does not include:

- Assets over which individuals have no financial control (for example, wide portfolio unit trusts and occupational pension funds) and where the fund manager has full discretion as to its composition (for example, the Universities Superannuation Scheme)
- Accrued pension rights from earlier employment.

This policy approved by LEAF's Trustees on 11th June 2014.