



**Issue Number: 4**  
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## **Conflicts of Interest Policy**

### **1 General**

- 1.1 This policy applies to all staff, trustees and members of the Research Committee ("you" or "the individual") of Cure Parkinson's ("us" or "the charity").
- 1.2 This policy refers to a party or parties "connected" with you. "Connected" parties are defined as (i) your spouse, common law co-habitant and dependents (including minor children or parents); (ii) any person with whom you have a domestic or business relationship such that you have influence, whether direct or indirect, in their investment decisions, or; (iii) any partnership, trust or company controlled by you.
- 1.3 The purpose of this document is to minimise the potential for conflicts of interest to arise. The intention is to protect the charity and you from any perception, real or otherwise, that any external interests and affiliations might interfere with your ability to work towards the furtherance of the charity's objectives.

### **2 Declaration of Interests**

- 2.1 You must declare any "external interest", as defined below, upon your appointment to the charity (for trustees and staff) or upon your appointment to the Cure Parkinson's Research Committee (for members thereof) and annually thereafter. In addition, you must declare any external interest at any other time that you become aware of it, including before or during a meeting for which the external interest may be relevant.
  - (a) Such declaration shall include details of the "external interest", as defined below, along with any remuneration or other benefits arising;

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- (b) Each declaration should be made in confidence (1) by staff members to the CEO or Chair of trustees, (2) by trustees to the CEO or Chair of trustees, and (3) by members of the Research Committee to the Chair of that committee;
- (c) The CEO, Chair of trustees and/or Chair of the Research Committee shall consider the declaration, and if he, she or they anticipate any conflict with the interests of the charity and/or any relevant meeting, shall resolve the issue as indicated in this Policy.
- (d) A register of external interests: (1) of staff members and trustees is held in strict confidence by the Office Manager on behalf of the CEO and Chair of trustees; and (2) of members of the Research Committee by the Chair of that committee.
- 2.2 "External interests" for these purposes constitute any of the following, which relate to you and/or your connected parties:
- equity interests (if worth at least £10,000 and/or greater than 1% of the total issued capital) in enterprises with involvement in pharmaceuticals, healthcare, biotech or related areas, or in any other enterprise that may have a real or perceived interest in the work of the charity;
  - consultancies and other external appointments (paid or unpaid) in enterprises with involvement in pharmaceuticals, healthcare, biotech or related areas, or in any other enterprise that may have a real or perceived interest in the work of the charity; and/or
  - Any other interest that may be a source of conflict, or which might be perceived to conflict, with the interests of the charity
- provided always that investments managed under full discretionary trust by third parties do not constitute "external interests".
- 2.3 Additional information on Declarations of Interest that apply to members of the Research Committee in relation to specific applications for funding considered by the committee are included in and managed under the Terms of Reference for the Research Committee.
- 2.4 If you are uncertain whether any external interest exists, you should discuss this with the CEO, Chair of trustees and/or Chair of the Research Committee, who will decide in his/her discretion whether a declaration should be made by you.
- 2.5 If you are concerned about a possible external interest involving another staff member, trustee or Research Committee member then you should raise the matter with the CEO, Chair of trustees and/or Chair of the Research Committee.

### **3 Confidentiality**

- 3.1 All declarations and discussions of any external interests of an individual should be regarded as strictly confidential to the CEO, Chair of trustees and/or Chair of the Research Committee, provided that the register of external interests and any meeting minutes shall record sufficient information to explain or inform any decision made or to be made.

#### **4 Resolution of Conflicts of Interest**

- 4.1 The charity recognises that the majority of conflicts arising will relate to a particular issue and as such will not present any long term restrictions on your ability to work for the charity, to act as a trustee or to sit on its Research Committee.
- 4.2 Upon receipt of a declaration of external interest, the CEO, Chair of trustees and/or Chair of the Research Committee (as appropriate) shall choose in their discretion one of the following options:
- the individual is allowed to participate fully in the relevant discussion or issue and vote on or influence a relevant proposal;
  - the individual is allowed to discuss, vote on or influence the issue/proposal but may not present the issue/proposal to the trustees, the Research Committee or other Cure Parkinson's meeting;
  - the individual may comment on the issue/proposal and remain involved, but may not take part in or influence any decisions; or
  - the individual is absent from all meetings, and is excluded from all actions, during the time when the issue/proposal is being handled or discussed.

#### **5 Updating the Policy**

- 5.1 This policy and its operation shall be reviewed by the trustee sub-committee responsible for Governance & Risk, from time to time and at least every other year.

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Cure Parkinson's is the operating name of The Cure Parkinson's Trust. The Cure Parkinson's Trust is a registered charity in England and Wales (1111816) and Scotland (SCO44368) and is a company limited by guarantee – company number 5539974 (England and Wales).