



CONFLICTS OF INTEREST POLICY

Purpose

This policy has been developed to provide a framework for all Trustees in declaring conflicts of interest.

Policy

The organisation places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the Trustee concerned and documented in the Register of Interests. A Trustee who believes another Trustee has an undeclared conflict of interest should specify in writing the basis of this potential conflict.

Procedure

1. Trustees shall declare any conflicts of interest either at the start of the meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes. The interest should also be documented in the **Register of Interests**.
2. Where a conflict of interest or potential conflict of interest is identified and/or registered, the Trustee concerned shall leave the room as soon as that item comes up for discussion. The concerned Trustee shall not vote on that issue, nor initiate or take part in any discussion on that topic (either in the meeting or with other Trustees before or after the meetings), unless expressly invited to do so by unanimous agreement by all other Trustees present.
3. If a person declares themselves to have existing or potential conflict of interest confidentiality will be respected. If a person alleges that another person has a conflict of interest, whether existing or potential, and if the Committee/Board cannot resolve this allegation to the satisfaction of both parties the matter shall be referred to an appointed Sub-Committee. This Sub-Committee will make a recommendation to the Committee/Board as to what action shall be taken.

Examples of conflict of interest could be (but are not limited to):

- When a Trustee or his/her immediate family or business interests stands to gain financially from any business dealings, programmes or services of the organisation.
- When a Trustee him or herself offers a professional service to the organisation.
- When a Trustee stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage.
- Where a Trustee or the ex/officio Trustee of the Committee/Board has a role on the governing body of another organisation, and where the activities of that other body may be in direct conflict or competition with the activities of the organisation.