



Policy: Conflict of Interest

1. DECLARATION

- 1.1. Trustees, Staff and Volunteers should declare any outside interests they believe may affect their involvement in the Charity and decisions made by the Charity that would unfairly benefit them.
- 1.2. A formal written letter should be made available to the Charity making any conflict of interest clear and transparent.
- 1.3. A failure to declare an interest may result in removal from a position within the Charity.
- 1.4. When in doubt the Charities legal advisor will be contacted to clarify a situation.

2. REGISTER

- 2.1. A register of interests will be maintained in accordance with the Data Protection Act 1998 to record all conflicts of interest including:
 - 2.1.1. The Nature of the conflict.
 - 2.1.2. Discussion undertaken about the conflict.
 - 2.1.3. Mitigation of the conflict.
 - 2.1.4. Where a Trustee, Staff Member or Volunteer benefits from a decision this will be clearly reported in the Charities minutes and annual returns.

3. DECISIONS

- 3.1. All decisions taken where a Trustee, Staff Member or Volunteer has an interest will require this person to step outside of the meeting until the decision is made by vote.
- 3.2. If a Trustee who has a vote is the subject of a vote they must abstain from that vote.
- 3.3. A decision can only be made with a Quorum present in accordance with the Charities Special General Meeting Policy.