[Conflict of Interest Policy Conflict of Interest Polic

1. Preliminary

- 1.1 All of the directors of policy refers to each applies to all Trustee
- 1.2 All Trustees [and sta avoid any conflict of hand, and personal includes avoiding an conflict of interest.
- 1.3 The purpose of this making process, to integrity, and to pro Charity [and its staff

2. Legal Obligations

- 2.1 A Trustee has a pe Charity, and in acc constitution), and to interest. [Staff and ve
- 2.2 Note: If the Charity's Articles of Associati Simply Docs Charity from those Charity Charity is a charitab not include the follow the provisions of the and/or conflicts of in

[The Charity's Article

Declaration of directors

16. A director mus which he has any any transactio previously be discussions of between his du interest (includ

Conflict of interests an

17(1) If a conflict of to another orga any other prov such a conflict (a) the co there i other co







pany Limited By Guarantee] Charity>> ("the Charity")

s charity trustees. 'Trustee' in this y trustee of the Charity. This policy rs].

Charity] must make every effort to terests of the Charity on the one ness interests on the other. This st as well as any appearance of a

integrity of the Charity's decisionhave confidence in the Charity's putation of the Trustees and the

act in the best interests of the ity's Articles of Association (its ere may be a potential conflict of ligations].

re derived from the Charity mited By Guarantee in the then the following extracts should be included. If the arantee but its Articles do should instead quote here y, dealing with declaration

the following provisions:

tent of any interest, direct or indirect, or arrangement with the charity or in into by the charity which has not must absent himself from any is possible that a conflict will arise ests of the charity and any personal prsonal financial interest).

or because of a duty of loyalty owed conflict is not authorised by virtue of inconflicted directors may authorise ving conditions apply:

om the part of the meeting at which gement or transaction affecting that

Guarantee

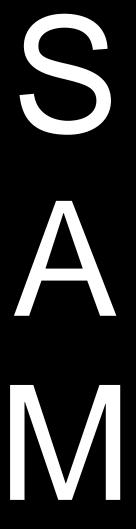
- (b) the col be cou at the i (c) the un
- author 17(2) In this article a another organ involve a direc person.]

3. Conflicts of Interest

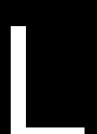
- 3.1 A conflict of interests interests (or those o owe to another orga affect the Trustee's o
- 3.2 A person "connected grandparent, brothe person living with the Trustee, or an ins connected with the T
- 3.3 Examples of conflicts
 - 3.3.1 is also a be considers w beneficiaries)
 - 3.3.2 is related to meeting cons
 - 3.3.3 is also a trus another orga Charity.
 - 3.3.4 has shares in provide servic such a busin such a busin business.

4. Declaring Conflicts of Inte

- 4.1 A Trustee has a pers to fulfil his/her legal Trustee should be n of interest affecting h nature and extent of
- 4.2 Upon appointment, interests, such as bu property interests th written disclosure wi file and will be updat
- 4.3 Each Trustee must a connection with their of interest.









te on any such matter and is not to the ra quorum of directors is present

r it is in the interests of the charity to n the circumstances applying; because of a duty of loyalty owed to rs to such a conflict which does not ature to a director or to a connected

a Trustee's business or personal " a Trustee), or loyalty that they (or may appear to) influence or

relative (child, parent, grandchild, I partner of the Trustee or any ner, or a business partner of the ither the Trustee or a person

ase of a Trustee who:

y and a Trustee board meeting ce users of the Charity (i.e.

arity's staff and a Trustee board nditions.

of the management committee of ng for the same funding as the

awarded a contract to do work or director, partner or employee of neone who has either shares in partner or employee of such a

clare conflicts of interest if s/he is best interests of the Charity. A g any actual or potential conflict d parties, and should declare the ect or indirect.

ake a full, written disclosure of onships, posts held, or financial or ult in a conflict of interest. This referred to below and] be kept on when any material changes occur.

hospitality offered and received in could potentially result in a conflict

- 4.4 A declaration of inter to each Trustee for t a Trustee should dec
- 4.5 At the beginning and must declare any in conflict between the a conflict between th the Trustee is involv anyway and clarificat
- 4.6 If a Trustee has any be declared, s/he sh Trustees].

5. Dealing with Conflicts of I

- 5.1 If a Trustee believe appear that s/he has earliest opportunity relating to the matte counted as part of th matter.
- 5.2 Where a conflict of i loyalty to another or virtue of [any provisi the Articles of Ass authorise such a con
 - 5.2.1 The Trustees benefit for a Charity's Arti from the Com
 - 5.2.2 the Trustee v part of the m transaction at
 - 5.2.3 the Trustee v matter and is Trustees is p
 - 5.2.4 the other Trus it is in the int the circumsta
 - 5.2.5 Any such dise actions and d
- 5.3 For all other potent Commission to advi Trustees will record i

6. Benefits

It is essential that a Trustee the Charity is a party unle













[the Trustees] [Charity Secretary] it will list each type of interest that

hy meeting of Trustees, a Trustee or decision where there may be a and the Trustee's best interests or arity and another organisation that potential conflict must be declared

r s/he has an interest which should n on that question to [the Chair of

conflict of interest or that it might e should declare the interest at the discussions or decisions or votes he has a conflict. S/he will not be the meeting which deals with that

stee because s/he owes a duty of d the conflict is not authorised by or Articles] [the above Article 17 of , the unconflicted Trustees may e following conditions apply:

the Charity Commission's before a nat is not either authorised in the not already authorised in writing

flict of interest withdraws from the discussion of any arrangement or ation or person;

terest does not vote on any such considering whether a quorum of

ct of interest in this matter consider authorise the conflict of interest in

s and the subsequent discussions, ted in the minutes.

the Trustees will ask the Charity be recorded in the minutes. The o implement that advice.

efit from any transaction to which tained beforehand explicit legal

Guarantee

authority to do so. [Examp payment by the Charity to a Trustee by the Charity at be clause in the Articles of Ass the court.

7. Data Protection

The information provided in with the Data Protection I Trustees act in the best int used for any other purpose.

The "Data Protection Legisl time in the United Kingdom limited to the retained EU la 2016/679) (the "UK GDPR Scotland, and Northern Ir (Withdrawal) Act 2018; thereunder); and the Priva amended.

8. General

- 8.1 This policy is mea volunteers should re
- 8.2 [The Trustees will ta staff [when they are should in turn take a [other staff and] volu

The Trustee board will, as from time to time.

[Adopted][Revised] on [<<D

harity to a Trustee of a salary, ervices, or sale of property to a legal authority may come from a rision, the Charity Commission or

s will be processed in accordance e processed only to ensure that e information provided will not be

ble legislation in force from time to ction and privacy including, but not I Data Protection Regulation ((EU) the law of England and Wales, ction 3 of the European Union ct 2018 (and regulations made nunications Regulations 2003, as

judgment. Trustees, staff and its wording.

blicy to the attention of all [senior] n an annual basis.] [[Senior] staff g this policy to the attention of all

enforce this policy, and revise it