

Addingham Civic Society

Conflict of Interest Policy



All Trustees and volunteers of Addingham Civic Society will strive to avoid any conflict of interest between the interests of The Society on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy is to protect the integrity of the Society's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of Trustees and volunteers.

Examples of conflicts of interest include:

- 1 A Trustee who is also on the committee of another organisation that is competing for the same funding.
- 2 A Trustee who has shares in a business that may be awarded a contract to do work or provide services for The Society.

Upon appointment each committee member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

In the course of meetings or activities, Trustees will disclose any interests in a transaction or decision where there may be a conflict between The Society's best interests and the Trustee's best interests or a conflict between the best interests of two organisations that the Trustee is involved with. The Trustees will then decide which of the following options is most appropriate for the situation:

Option 1: After disclosure, I understand that I may be asked to provide any relevant information and then leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other Trustees present at the time.

Option 2: After disclosure, I understand that I may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other Trustees present at the time.

Option 3: After disclosure, I understand that I will be asked to leave the room for the discussion and will not be able to take part in the decision.
Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, Trustees and volunteers should respect its spirit as well as its wording.

This Conflict of Interest Policy was agreed and minuted at a meeting of the Board of Trustees on: 15th January 2019

Signature: *J. Robinson*

Position: Chairman

Date Adopted: 15th January 2019

Policy Review: No changes

Date of review: Trustees' Meeting on the 16th March 2021

Signature: *J. Robinson*

Position: Chairman