

## **Conflict of Interest Policy**

Trustees of Ratby Library & Community Group will strive to avoid any conflict of interest between the interests of the organisation 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 organisation's decision-making processes, to enable our stakeholders to have confidence in our integrity and to protect the integrity and reputation of volunteers and the trustees.

### **Examples of conflicts of interest include –**

- 1 A trustee who is related to a volunteer and there is decision to be taken on conditions of service.
- 2 A trustee who is also on the committee of another organisation that is competing for the same funding.
- 3 A trustee who has shares in a business that may be awarded a contract to do work or provide services to the organisation.

Upon appointment each trustee 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 organisation's best interests and the trustee's best interests or a conflict between the best interests of two organisations with which the trustees are involved.

After disclosure, trustees affected by the conflict 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.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

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

## The Trustees of the Ratby Library & Community Group

All trustees have approved this Policy. They are: Mr Ken Hunnybun (Chair), Mrs Avril Hunnybun (Secretary), Nathan Dickman (Treasurer), Mr Daniel Green (Youth Trustee), Christine Reid (Trustee), Adrian Russell (Trustee).

RESPONSIBLE OFFICER	RESPONSIBLE OFFICER
Mr Ken Hunnybun	27 / FEB / 2017

Review Date - Monday, 08 January 2018