

# TRANSITION BRO GWAUN LTD

## Conflict of Interest Policy

### Aims

All staff, volunteers, and Core Group members of **Transition Bro Gwaun Ltd (The Organization)**, and any subsidiary project groups (committee), will strive to avoid any conflict of interest between the interests of the Organization on the one hand, and personal, professional, and business interests of members 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 Organization's decision-making processes,
- to enable our stakeholders to have confidence in our integrity, and
- to protect the integrity and reputation of volunteers, staff and members

**Examples** of conflicts of interest include:

- 1 A member who is also a user who must decide whether fees from users should be increased.
- 2 A member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- 3 A member who is also on the committee of another organisation that is competing for the same funding.
- 4 A member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

### Disclosure of interests

Upon appointment each member of the Core Group or committee will make a full written disclosure of interests 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, members will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the member's best interests or a conflict between the best interests of two organisations with which the member is involved.

After disclosure, I understand that I may be asked to leave the room for the relevant discussion and may not be able to take part in the decision depending on the judgement of the other members 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 core group members should respect its spirit as well as its wording.

Date Adopted: \_\_\_\_\_24th Sept 2014\_\_\_\_\_

Signed by \_\_\_\_\_\_\_\_\_\_

(Director, TBG)