

Sample Conflict of Interest Policy

Below is a simple template for a conflict of interest policy: depending on your organisation you may want to flesh it out further – please see the resources at the end for more information.

Please note: This information is intended to offer assistance and provide information where appropriate and Community Southwark is not liable for action taken, or not taken, as a result of reading this guide.

ORGANISATION Conflict of Interest Policy

All staff, volunteers, and Trustees of **ORGANISATION** 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 purpose of this policy is to protect the integrity of the Organisation's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and Trustees.

Examples of conflicts of interest include:

1. A Trustee who is also a user who must decide whether fees from users should be increased.
2. A Trustee who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
3. A Trustee who is also on the Board of another organisation that is competing for the same funding.
4. A Trustee who has shares in a business that may be awarded a contract to do work or provide services for 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 I 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 Trustees' best interests or a conflict between the best interests of two organisations that the Trustee/s is/are involved with.

*Option 1: 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 committee members present at the time.

*Option 2: 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, and staff, volunteers and Trustees should respect its spirit as well as its wording.

Date Adopted: _____

* chose which option you prefer.

Resources

The following resources are useful in keeping your policies and procedures up-to-date:

- Charity Commission: [Conflicts of interest: a guide for charity trustees \(CC29\)](#)
- Governance Pages: [Sample Conflicts of Interest](#)
- Small Charities Coalition: [Conflicts of Interest information page](#)
- Voluntary Action Islington: [Policies, Resources & Toolkits](#)

Support

If you would like any support with policies and procedures or any other issues facing your organisation, please contact the Development Team at Community Southwark: development@communitysouthwark.org.uk or 020 7358 7020.