



Red Lion House Charity

Charity Number; 1176422

Conflict of Interest Policy

Aims

The purposes 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 committee members.

All Trustees and committee members of Red Lion House Charity 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.

Examples of conflicts of interest include:

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

Disclosures

Upon appointment each Trustee or 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 annually or as appropriate.

In the course of meetings or activities, Trustees and committee members will disclose any interests in a agenda item where there may be a conflict between the organisations best

interests and the individuals best interests or a conflict between the best interests of two organisations that the Trustee/committee member is involved with.

After disclosure, the Trustee or committee member 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.

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 management committee members should respect its spirit as well as its wording.

This policy needs to be read in conjunction with:

Equality and Diversity Policy

Agreed by the Red Lion House Charity

Date May 2021

Review Date May 2024

Signed *CDean*