



Conflict of Interest Policy¹

All Trustees of Kegworth Community Library (KCL) 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 and Trustees.

Examples of Conflicts of Interest include:

- A Trustee who is related to a member of staff and there is a decision to be taken on staff pay and / or conditions.
- A Trustee who is also a Trustee or Committee Member of another organisation that is competing for the same funding.
- 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 interests. This written disclosure will be kept on file and it will be reviewed / updated annually.

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 organisations best interests and the Trustees best interests or a conflict between the best interests of two organisations that the Trustee is involved with.

After disclosure, the Trustee understands that they 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.

This Policy will be reviewed regularly.

Signed: Dated:

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¹ March 2019

