



Conflict of Interest Policy

All staff and volunteers (including Trustees) of INTERIM will strive to avoid any conflict of interest between the interests of the Charity 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 Charity's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of staff and volunteers.

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.

Examples of conflicts of interest include:

1. A member of the board who is also on the committee of another organisation that is competing for the same funding.
2. A member of the board who has shares in a business that may be awarded a contract to do work or provide services for INTERIM.

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 Charity's 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 concerned understands they 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 and volunteers (including Trustees) should respect its spirit as well as its wording.