



# Conflict of Interest Policy

All staff, volunteers, and management committee members of Offord Village Hall Management Committee will strive to avoid any conflict of interest between the interests of the Management Committee 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 purposes of this policy are to protect the integrity of the Committee'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. Examples of conflicts of interest include:

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

Upon appointment each 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 as appropriate.

During meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the organisations' best interests and the committee member's best interests or a conflict between the best interests of two organisations in which the committee member is involved. After disclosure, the member will be asked to leave the room for the duration of the discussion and will not 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 management committee members should respect its spirit as well as its wording.

To be reviewed biennially.

Version 2 adopted by the Management Committee: 25 February 2025