



Conflict of Interest Policy

All trustees of Unstead Nature Community Group ('the Charity') will strive to avoid any conflict of interest between the interests of the Charity on the one hand, and personal, professional, and business interests of the trustee 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 trustees.

Examples of conflicts of interest include:

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

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.

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 trustee's interests or a conflict between the best interests of two organisations that the trustee is involved with.

After disclosure, a trustee may be asked to leave the room for the discussion on the transaction or decision on the judgement of the other trustees present at the time. The Trustee who has the conflict of interest may not vote on any such matter and is not to be counted when considering whether a quorum of Trustees is present at the meeting.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and trustees should respect its spirit as well as its wording.

Date Adopted: March 2022