Company LOGO

**Company Name**

Company Email

**Conflict of Interest Policy**

This policy protects the reputation of our organisation. It means people can trust the

Board Members of **COMPANY NAME** to make fair decisions.

All trustees of NCCBC have a duty to act in the best interests of **COMPANY NAME** and our members when making decisions.

As trustees we will avoid any conflicts of interest or loyalty (actual and perceived) between the interests of **COMPANY NAME** and our own personal, professional, and financial interests.

Examples of a conflict of interest include:

● A trustee who is employed by another organisation, competing for the same

funding/contracts.

● A trustee who is related to a member of staff where a decision is being made

about staff pay and conditions.

● A trustee who has a financial interest in a business that may do work or provide

services for our organisation.

● A trustee who is also a service user where a decision is being made about

increasing of fees

Each trustee will record details of any conflict of interest when they are appointed. This

Register of Interests will be updated annually. Declaration of conflict of interest will be a standard agenda item.

Trustees will identify and disclose any conflict of interest at the start of a meeting. The

trustee will then withdraw from the discussion, and may not be able to take part in the

decision/vote, depending on the judgement of the other trustees present at the time

The disclosure of a conflict of interest and the actions taken will be noted in the minutes.

**Version Control**

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| Version | Author | Date | Approved by **COMPANY NAME**  |
| 1 |  |  |  |