



## **Conflict of Interest Policy**

This policy applies to all members of the Board of Trustees and Management of Sing for Pleasure.

A conflict of interest arises when the best interests of an individual member of the Board of Trustees or the Management are, or could be, different from the best interests of the charity itself.

The Trustees and Management acknowledge that conflicts of interest will occur, however they are committed to managing these potential conflicts in order to protect both the charity, and Trustees and Management, from any impropriety, or appearance of impropriety.

### **Statement of Intent**

Sing for Pleasure is committed to ensuring that its decisions and decision-making processes are free from personal bias and do not unfairly favour any individual connected with the organisation. Those engaged in SfP activities should avoid exacting personal financial advantage from carrying out work for the charity.

### **Policy**

It is the policy of Sing for Pleasure to:

- Ensure every Trustee and Manager understands what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.
- Document any conflict and the action taken to ensure that the conflict does not affect the decision making of the organisation.

### **Procedure**

When a Trustee or Manager identifies that they have a potential conflict of interest they must:

- Declare it as soon as they become aware of it.
- Ensure it is reported to the Board of Trustees and appropriately minuted.
- Not take part in any Trustee/Management discussions relating to the matter.
- Not take part in any decision relating to the matter.
- Not be counted in the quorum for decision making related to the matter.

The minutes of the Trustee Meeting should state:

- The declared conflict.
- That the Trustee/Manager left the room and took no part in the discussion relating to the matter.
- That the meeting was quorate without the conflicted person, who took no part in any decision relating to the matter.

In case of uncertainty Trustees or Managers should consult with the Chair of the Board of Trustees.