

All staff, volunteers, and Trustees of the Hanover Community Association (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 on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy is to protect the integrity of the Charity's decision-making process, to enable our members to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and Trustees.

Examples of conflicts of interest include:

1. A Trustee who is also a user who must decide whether fees from users should be increased.
2. A Trustee who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
3. A Trustee who is also on the committee of another organisation that is competing for the same funding.
4. A Trustee who has shares 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 best interests or a conflict between the best interests of two organisations that the Trustee is involved with. This could result in a Trustee:

- may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other Trustees present at the time.
- or may 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, volunteers and Trustees should respect its spirit as well as its wording.

Date Adopted: _____ September 2017 _____