



# Trustee Conflict of Interest Policy

## Policy and Standard Operating Procedure

Document Number:	Policy 10
Revision Number:	V 2.2
Review Date:	12/02/19
Reviewed by:	Operation Florian Board
Signed by:	

### **Trustee Conflict of Interest Policy**

All staff, volunteers, and Trustees of Operation Florian 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 purpose of this policy is to protect the integrity of OPERATION FLORIAN's decision-making process, to enable stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and Trustees.

Examples of conflicts of interest include:

- A Trustee/Director who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- A Trustee/Director who is also on the committee of another organisation that is competing for the same funding.

- A Trustee/Director who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

Upon appointment each Trustee/Director 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 (Conflict of Interests Form).

In the course of meetings or activities, Trustees/Directors will disclose any interests in a transaction or decision where there may be a conflict between OPERATION FLORIAN's best interests and the Trustee's/Director's best interests or a conflict between the best interests of two organisations that the Trustee/Director is involved with.

After disclosure, it should be understood that the affected party may be asked to leave the room for the discussion and/or may not be able to take part in the decision depending on the judgement of the other Trustees/Directors present at the time.

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

This policy is meant to supplement the good judgment of staff, volunteers and Trustees/Director's. Members should respect its spirit as well as its wording.

***Policy approved and adopted: .....2019(date)***

***..... (Chair) by the Trustee/Director Board of  
OPERATION FLORIAN  
To be reviewed annually***