



CONFLICT-OF-INTERESTS POLICY & PROCEDURE

Charity Registration No. SCO50942
www.melvichcommunityscio.org

POLICY

This policy should be read in conjunction with our Code of Conduct Policy, with specific reference to the section 'Declaration of Interests Explained' for additional clarification.

All Staff, Volunteers, Members and Charity Trustees of Melvich Community SCIO will strive to avoid any conflict of interest between the interests of the organisation 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 are:

- To protect the integrity of the organisation's decision-making process.
- To enable our stakeholders to have confidence in our integrity.
- To protect the integrity and reputation of volunteers, staff, members, and charity trustees.

Examples of conflicts of interest include:

1. A member who is also a Service User who must decide whether fees from Service Users should be increased.
2. A member who is related to a member of Staff and there is decision to be taken on Staff Pay and/or Conditions.
3. A member who is also on the committee of another organisation that is competing for the same funding.
4. A member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

Upon appointment each member 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, but at a minimum annually.

During meetings or activities, members must disclose any interests in a transaction or decision where:

- there may be a conflict between the organisation's best interests and the members best interests, or
- a conflict between the best interests of two organisations that the member is involved with.

After disclosure, the party concerned may be asked to leave the room (physical room or virtual meeting room) for the discussion and may not be able to take part in the decision depending on the judgement of the other members present at the time.

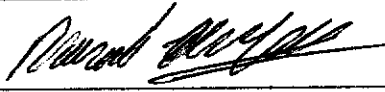
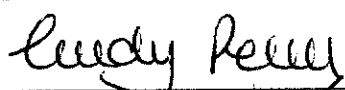
Any such disclosure and the subsequent actions taken will be noted in the minutes.

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

PROCEDURE

1. All new trustees will receive a signed copy of the Conflict-of-Interest Policy.
2. All new trustees will be required to complete FORM - 0005 Declaration of Interests.
3. Completed forms will be stored in an Online Register of Interests Folder and a copy will be available on www.melvichcommunityscio.org website.
4. The Register of Interests will be updated following each AGM when Trustees will be required to update their information with the secretary. This will be added to the standard Annual General Meeting Agenda as an Action.
5. These documents will be added to the Induction Pack for new Trustees.

DATE POLICY ADOPTED: 15/7/21

POSITION	PRINT NAME	SIGNATURE	DATE SIGNED
CHAIR	DAVID R HODGE		19-7-21
SECRETARY	TRUDY PERRY		19/7/21