

MS-CAS Conflict of Interest Policy

Definition

A 'conflict of interest' arises when the best interests of trustee are, or could be, different from the best interests of MS-CAS.

This may be something that affects the individual directly, or indirectly, through a family member or friend or business partner.

Statement of Intent

MS-CAS is committed to ensuring its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual connected with MS-CAS

Policy

It is the policy of MS-CAS to:

- Ensure every trustee 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 the conflict and the action(s) taken to ensure that the conflict does not affect the decision making of the organisation

Procedure

When an individual as aforementioned identifies that they have a potential conflict of interest they must:

- Declare it as soon as they become aware of it
- Ensure it is minuted in the appropriate meeting minutes
- Not take part in any meeting discussions relating to the matter
- Not take part in any decision making related to the matter
- Not be counted in the quorum for decision making related to the matter

In the interests of frank and open discussion, an individual affected by a conflict of interest must leave the room while related discussion / decision making is taking place, unless there is good reason for them to stay.

The minutes should state:

- The declared conflict
- That the individual left the room, or the reason they were asked to stay.
- That the individual took no part in discussion or decision making on the matter
- That the meeting was quorate (not counting the affected individual)
- Any other actions taken to manage the conflict

If an individual is unsure what to declare, they should discuss the matter the other trustees.

POLICY DATED: [16/11/2022]

REVIEW DATE : *2 years after date of policy*