

The Findhorn Village Conservation Company

Conflict of Interest Policy

All Directors, staff and volunteers of The Findhorn Village Conservation Company (TFVCC) will take appropriate steps to avoid any conflict of interests of TFVCC on the one hand and personal, professional and business interests on the other.

The purposes of this policy is to protect the integrity of TFVCC's decision making process, to enable members and stakeholders to have confidence in TFVCC's integrity and to protect the integrity and reputation of Directors, staff and volunteers.

Examples of conflict of interest include:

- A Director who is also on the committee of another organisation that is competing for the same funding.
- A Director who has shares in a business that may be awarded a contract to do work or provide services for TFVCC. A Director of TFVCC who has a partner or is related** to someone in the business tendering for contracts.
- A Director who is related** to a member of staff and there is a decision to be taken on staff pay or conditions at a committee meeting

** A relative may be a child, parent, grandchild, brother, spouse or civil partner of the Director or any person living with the Director as his or her partner.

(You may wish to add more!)

Upon appointment each 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 updated annually or as appropriate.

In the course of meetings or activities, Directors will disclose any interests in a transaction or decision where there may be a conflict between TFVCC's best interests and the Director's

best interests or a conflict between the best interests of two organisations that the Director is involved with. If in doubt the potential conflict must be declared and clarification sought.

In the case of a conflict of interest arising for a Director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the Articles of Association, the unconflicted Directors may authorise such a conflict of interest where the following conditions apply:

1. The Charity Commission's permission is sought before a benefit for a trustee may be authorised that isn't otherwise authorised in the Articles of Association.
2. The Director who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
3. The Director who has the conflict of interest does not vote on any such matter and is not counted when considering whether a quorum of Directors is present at the meeting;
4. The other Directors who have no conflict of interest in the matter consider it is in the interests of TFVCC to authorise the conflict of interest in the circumstances applying.
5. Any such disclosure and the subsequent actions taken will be noted in the minutes.

For all other potential conflicts of interest the advice of the Charity Commission will be sought and the advice recorded in the minutes. All steps taken to follow the advice will be recorded.

This policy supplements good judgement and Directors, staff and volunteers should respect its spirit as well as its wording.

Date Adopted : 06 May 2024