

# Windsor Fellowship Trust

## Conflict of Interest Policy

### 1. Purpose and general policy

1.1 The purposes of this conflict of interest policy is to:

- Protect the integrity of the Windsor Fellowship's decision making process;
- Provide a level of confidence to external parties and other stakeholders;
- Protect the integrity and reputation of volunteers, staff and trustees.

1.2 A conflict of interest arises where there is a possibility that a trustee's personal or wider interests could influence a Windsor Fellowship decision making process.

1.3 Recognising that conflicts of interest, whether real or perceived, can be damaging to the Windsor Fellowship our policy is:

- To, wherever possible, avoid situations where a conflict might arise;
- Where conflicts of interest do arise, to ensure that these are fully disclosed and suitably managed so that they do not in any way influence the decision making process of the Windsor Fellowship;

1.4 In constructing this policy, the trustees have paid due consideration to the Charity Commission guidance 'Manage a conflict of interest in your charity'.

1.5 All trustees are recommended to read this guidance.

### 2. Managing conflicts of interest

2.1 Where a trustee recognises that they have a conflict of interest, they must declare it immediately. Some examples of conflicts of interest include a trustee:

- Who is also on the committee of another charity that is competing for the same funding. *Note: this only applies in cases where the funding is limited and not simply because it comes from the same funding source;*
- Who is related to a staff member when there is a discussion on staff pay or conditions;
- Who is related to a person that is being considered for a gift or grant;
- Who works for another charity which is being considered as a recipient of a grant;

- Who has interests in a commercial business which is under consideration to carry out work or to provide services for the Windsor Fellowship.
- 2.2 Once a trustee declares a conflict of interest, they can take no further part in any discussions related to that matter.
  - 2.3 At the request of any other trustee the conflicted trustee can be asked to leave the room whilst the conflicted matter is under discussion.
  - 2.4 A conflicted trustee cannot vote or be included when considering whether there is an appropriate quorum of trustees, and cannot seek to influence other trustees.
  - 2.5 Where a conflict of interest has been disclosed, the disclosure itself, and any subsequent actions taken should be fully recorded in the minutes of the trustees meetings.

### **3. Adoption of this policy**

- 3.1 The trustees of Windsor Fellowship Trust formally accepted this policy at the Trustees' Meeting held on **6<sup>th</sup> July 2019**.