



# **Durham Choral Society**

**Registered Charity No 514557**

## **Conflict of Interest Policy**

All trustees and committee members of Durham Choral Society (The Organisation) 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 purpose of this policy is to protect the integrity of the Organisation's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of trustees and committee members.

Examples of major conflicts of interest include:

1. A trustee or committee member who is also a user who must decide whether fees from users should be increased.
2. A trustee or committee member who is also on the committee of another organisation that is competing for the same funding.
3. A trustee or committee member who is employed by or holds shares in a business that may be awarded a contract to do work or provide services for the organisation.
4. A trustee or committee member who has familial interest in any of the above - this is limited to close family i.e. spouse, sibling, parent, child

Upon appointment each trustee and committee member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. A form will be provided and kept on file and will be updated as appropriate.

In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the committee member's best interests or a conflict between the best interests of two organisations with which the committee member is involved. This may involve declaring minor conflicts of interest that have not already been disclosed during meetings.

After disclosure, committee members may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other committee 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 trustees and committee members should respect its spirit as well as its wording.

Date Adopted: May 2015

Review due: May 2017

Reviewed by Val Wooff, Chair, December 2021.