**Tamfourhill community hub (SCIO)**

**Conflict of interest policy 2019**

All staff, volunteers, and management committee members of Tamfourhill community hub (SCIO) will strive to avoid any conflict of interest between the interests of the Organization 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 is to protect the integrity of the Organization's decision-making process, to enable our members to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and committee members.

Examples of conflicts of interest include:

1 A committee member who is also a user who must decide whether fees for users should be increased.

2 A committee member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.

3 A committee member who is also on the committee of another organisation that is competing for the same funding.

4 A committee member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

5 A committee member who is employed by the charity.

Upon appointment each 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. This written disclosure will be 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 organisations best interests and the committee members best interests or a conflict between the best interests of two organisations that the committee members is involved with.

After disclosure, I understand that I 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 staff, volunteers and management committee members should respect its spirit as well as its wording.

Date Adopted: \_\_13/1/19\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix 1:

 Declaration of Relevant Interests Form

I as committee member/employee/trustee\* (\*delete as appropriate) of Tamfourhill community hub SCIO set out below my relevant interests in accordance with TCHS’s Declaration of Interests Policy.

|  |  |
| --- | --- |
| Category  | Please give details of the relevant interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection |
| Current employment and any previous employment in which you continue to have a financial interest. |  |
| Appointments (voluntary or otherwise) e.g., trusteeships, directorships etc |  |
| Membership of any professional bodies, special interest groups or mutual support organisations. |  |
| Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months. |  |
| Any contractual relationship with TCHS |  |
| Any relationship with another Trustee/member that may cause a conflict of interest. E.G Family member  |  |
| Any other conflicts that are not covered by the above. |  |

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the Declaration of Interests Policy.

Signed:

Position:

Date: