



Conflict of Interest Policy

Date policy agreed	May 2023
Date due for review	August 2028
Produced by	Vickie Hillier – Deputy Chief Officer
Reviewed by	
Club review dates	N/A

Introduction

The purposes of this policy are to protect the integrity of the Charity's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and Trustees.

All staff, volunteers, and management Trustees of Fitmums and Friends will strive to avoid any conflict of interest between the interests of the Charity 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.

Examples of conflicts of interest include:

- A Trustee who is also a user who must decide whether fees from users should be increased.
- A Trustee who is related to a member of staff and there is a decision to be taken on staff pay and/or conditions.
- A Trustee who is also on the committee of another organisation that is competing for the same funding.
- A Trustee who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

Disclosure Form

Upon appointment each Trustee 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 annually. See Appendix I.

Meetings

During meetings or activities, Trustees will disclose any interests in a transaction or decision where there may be a conflict between the Charity's best interests and the Trustees best interests or a conflict between the best interests of two organisations that the Trustees is involved with.

After disclosure, a Trustee must understand they 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 Trustees 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, management and Trustees should respect its spirit as well as its wording.

Appendix I

Conflict of Interest Disclosure Form

Name: _____

Position: _____

Conflict explained

A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the Trustees' other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This **Conflict of Interest Form** should indicate whether the Trustee has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the position held as Trustee. The Trustee should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant governmental and organisationally established regulations and guidelines in financial conflicts must be abided by.

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest.

☐ I have no conflict of interest to report.

☐ I have the following conflict of interest to report:

Please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own.

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: _____ **Date:** _____

