

**(1) the Rotary Club of Hoddesdon and
(2) The Rotary Club of Hoddesdon Benevolent Fund Limited**

Conflict of Interest Policy

Trustees have a legal duty to act in the charity's best interest when making decisions. If there is a decision to be made where a trustee has a personal or other interest, this is a conflict of interest and trustees will not be able to comply with their duty unless certain steps are followed.

Trustees have a personal responsibility to declare any actual or potential conflicts of interest. These include business and personal interest and those of their spouse, partner, family and close relatives.

Procedures:

Actual or potential conflicts of interest must be declared at the beginning of each meeting.

The trustee concerned must be removed from the discussion and decision making process concerning the matter which is/may be the subject of a conflict of interest.

Details of the discussions and decisions must be recorded.

When a conflict of interest has been identified, a written record must be kept, stating: the nature of the conflict; which trustee or trustees were affected; if any conflicts were declared in advance; an outline of the discussion; if anyone withdrew from the discussion and how the trustees made the decision in the charity's best interests.

This policy was approved by the Trustees on: 26 November 2018

And by Club Council on:

The policy should be reviewed at least every three years.

Signed: _____ Date: _____

President

Signed: _____ Date: _____

Chairman of Trustees

Date of next review: June 2021.