This template has been provided the Scottish Council for Voluntary Organisations (SCVO).

Use of this model policy is entirely at your own risk. The policy should be adapted to suit your own organisational needs, and you should ensure if meets your own specific requirements. You should also check this policy is compliant with the law and your organisation’s governing document. No liability rests with SCVO.

For more information see our information on [using SCVO templates](https://scvo.scot/support/using-scvo-templates).

**Conflict of Interest Policy for [INSERT ORGANISATION NAME]**

This policy protects the reputation of our organisation. It means people can trust board members of [INSERT ORGANISATION NAME] to make fair decisions.

All trustees of [INSERT ORGANISATION NAME] have a duty to act in the best interests of [INSERT ORGANISATION NAME] and our beneficiaries when making decisions.

As trustees we will avoid any conflicts of interest or loyalty (actual and perceived) between the interests of [INSERT ORGANISATION NAME] and our own personal, professional, and financial interests.

Examples of a conflict of interest include [ADD EXAMPLES SPECIFIC TO YOUR ORGANISATION]

* A trustee who is employed by another organisation, competing for the same funding/contracts.
* A trustee who is related to a member of staff where a decision is being made about staff pay and conditions.
* A trustee who has a financial interest in a business that may do work or provide services for our organisation.
* A trustee who is also a service user where a decision is being made about increasing of fees

Each trustee will record details of any conflict of interest when they are appointed. This [Register of Interests](https://storage.googleapis.com/scvo-cms/wp-content/uploads/2018/01/Sample-register-of-interests.docx) will be updated annually.

Declaration of conflict of interest will be a standard agenda item.

Trustees will identify and disclose any conflict of interest at the start of a meeting. The trustee will then either:

\*A: Withdraw from the discussion, and not take part in the decision/vote

OR

\*B: Withdraw from the discussion, and may not be able to take part in the decision/vote, depending on the judgement of the other trustees present at the time

\*Choose which option you prefer

The disclosure of a conflict of interest and the actions taken will be noted in the minutes.

Signed

Date:

Document version control

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| **Version number** | **Change or update** | **Author or owner** | **Date** |
| 1.0 | First version |  |  |
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