

Conflict of Interest Policy

Policy Reference	WHT-COI: Conflicts Policy
Version	1.0
Date in Force	2 November 2016
Date for review	2 November 2017

The purpose of this conflict of interest policy is to ensure:

- decisions made are in the best interest of the charity when contemplating entering into a transaction, contract or arrangement that might benefit the private or personal interests of members of the governing group
- the governing group acts at all times in the best interest of the charity
- officers do not directly or indirectly receive and profit from his or her position
- any financial interest is disclosed, and
- officers do not use their position to obtain information to achieve financial benefit for themselves or another close family member, friend, or for another organisation. Family includes anyone related by blood, marriage or domestic partnership.

These procedures will be followed to ensure decisions are made in the best interest of the charity.

1. A conflict of interest register will be regularly maintained and monitored where officers will register any perceived, current or potential interests. The conflict register will include information about:
 - the officer affected
 - the type of conflict of interest, and
 - how it will be ensured that decisions are made in the charity's best interest.
2. At the beginning of every governing group meeting, conflicts of interest will be declared that relate to the agenda items for discussion.
3. When there is a conflict of interest, the affected officer will not take part in the discussion or decision making.
4. The minutes of meetings will record all disclosures and declarations of conflict of interest. This should include:
 - the type of conflict of interest
 - the officer affected
 - whether the conflict of interest was declared in advance (new conflicts of interest will be added to the conflict of interest register)
 - a summary of the discussion, and
 - how it was ensured that decisions were made in the charity's best interest, including anyone that withdrew from the discussion and decision making.