

Scottish Bridge Union (SCIO Reg No SC051361)

Conflict of Interest Policy

1. Introduction

Trustees have an obligation to act at all times in the best interest of the charity.

This policy is intended to assist trustees to avoid conflicts of interest and where a conflict arises to act appropriately. It sets out how conflicts of interest should be managed.

The policy is part the Scottish Bridge Union's approach to setting out the expectations of trustees of a charity and sits alongside its Code of Conduct for Trustees and its Register of Interests.

2. Conflict of Interest

A conflict of interest arises when a trustee's personal interests or relationships impact on the of the charity. The Trustee must manage any situation where they may have, or may be seen by others to have, the potential to benefit personally from being a trustee. These interests may be financial or non-financial and may be direct to the trustee themselves or indirect to a friend or family member.

It is the responsibility of each Trustee to declare:

- actual conflicts of interest:
- potential conflicts of interest; and
- reasonable perceptions of conflicts of interest by others

Should a member be unsure with regard to declaring a conflict of interest they should consult the Chair and/or the Coordinator or seek advice from OSCR, the Office of the Scottish Charity Regulator.

3. Managing Conflicts of Interest

A conflict of interest should be managed as follows:

- declaration of the conflict' or potential conflict, should be made at the earliest opportunity;
- the agenda for the Board will be revised to include an item to enable Trustees to declare an interest in the business of the meeting;
- a Trustee who declares an interest should leave the meeting to enable the remaining Trustees to consider if their absence is necessary and/or appropriate. Other members should agree how the conflict should be managed. This may include allowing the conflicted member to speak on the matter but not participate in the decision making process, and
- all declarations of interest should be formally noted and recorded in the minute of the meeting.

Notwithstanding the above it remains the individual responsibility of a Trustee to declare an interest.

In the event that a trustee, or anyone in attendance at a Board meeting, is aware of another Trustee's undeclared conflict of interest this should be brought to the attention of the Chair.

To assist Trustees, each will be asked to complete and return an updated Trustee's register of interest form. This would be updated annually, however, should circumstances change Trustees should advise and update their register accordingly.

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