**Personal interests policy**

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| Agreed by on  Date for next check: |

You must put the organisation first when you make decisions about the organisation.

Sometimes, what is best for the organisation may not be what is best for:

* you or your family
* your friends
* a company you work for or own
* another group you belong to.

This is called a **conflict of interest**.

A conflict of interest can make it:

* hard for the Board to talk freely about something in front of you
* hard for you to be sure you are only thinking about what is best for the group when you vote
* easy for other people to think you are trying to make the organisation do what is best for you

**Your personal interests**

Everyone on the Board needs to fill in the **My Interests** **form** and give it to the Chair.

If your interests change, you must tell the Chair.

You need to check your form each year.

**Conflicts of interest**

You must look at the agenda before every meeting.

Tell the Chair if you think you may have a **conflict of interest**. The Chair will tell you want to do about it.

You cannot vote on something where what is best for you is not the same as what is best for the group.

The Chair may ask you to leave to room while the rest of the committee talk. This is so other members can talk freely.

If the Board is choosing a new worker, or deciding who will get a contract, you cannot take part in talking or voting if it is about:

* you or your family
* your friends
* a company you work for or own
* another group you belong to.

The minutes of the committee meeting will say:

* the conflict of interest
* if you left the room
* that you had no say in the discussion or decision
* anything the Chair did to make sure the decision was only about what is best for the organisation

**My personal interests form**

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|  | **Tell us more** |
| **Work**  Do you work for our organisation?  Do you work for a similar organisation? |  |
| **Other organisations**  Are you a member, director or trustee of a similar organisation? |  |
| **Gifts**  Have you had any gifts from someone who buys or sells with our organisation? |  |
| **Selling and buying**  Do you sell to our organisation?  Do you buy from our organisation? |  |

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_