

## Conflict of Interest Policy

This policy protects the reputation of our organisation. It means people can trust the Board of Trustees of the Mill of Benholm Enterprise to make fair decisions.

All Trustees of the Mill of Benholm Enterprise have a duty to act in the best interests of the Mill of Benholm Enterprise when making decisions.

As Trustees we will avoid any conflicts of interest or loyalty (actual and perceived) between the interests of the Mill of Benholm Enterprise and our own personal, professional, and financial interests.

Examples of a conflict of interest include

- A trustee who is employed by another organisation, competing for the same funding/contracts.
- 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](#) will be updated annually and held by the secretary.

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:

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

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

This policy will be reviewed to ensure it is compliant with current legislation and is working effectively at least every January or more often, if legal requirements have changed

## Document Version Control

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1.0	First version	Secretary	January 23	E. Pollock 13/01/23
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