



## Conflict of Interest policy

Creation date: 07/02/22

Review date: 06/02/23

All staff, volunteers, and Directors of **Croydon Community Energy Ltd** will strive to avoid any conflict of interest between the interests of the Organisation on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the Organisation's decision-making process, to enable our members to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and Board of Directors.

Examples of conflicts of interest include, but are not limited to:

1. A Director who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
2. A Director who is also on the committee of another organisation that is competing for the same funding.
3. A Director who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

Upon appointment each Director will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

During meetings or activities, Directors will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the Directors' best interests, or a conflict between the best interests of two organisations that the Director is involved with.

This policy is meant to supplement good judgment, and staff, volunteers and Directors should respect its spirit as well as its wording.

*If a conflict of interest should arise during decision making:*

“After disclosure, I understand that I will be asked to leave the room for the discussion and will not be able to take part in the decision. Any such disclosure and the subsequent actions taken will be noted in the minutes.”

Signed

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Date

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Please list any known or potential future conflicts of interest: