

**The Rotary Club of Hoddesdon &
The Rotary Club of Hoddesdon Benevolent Fund Limited
Conflict of Interest Policy**

Wherever the term "Trustee" occurs herein, interpret as including any member of the Rotary Club of Hoddesdon

Trustees have a legal duty to act in the charity's best interest when making decisions. If there is a decision to be made where a trustee has a personal or other interest, this is a conflict of interest and trustees will not be able to comply with their duty unless certain steps are followed.

Trustees have a personal responsibility to declare any actual or potential conflicts of interest. These include business and personal interest and those of their spouse, partner, family and close relatives.

Procedures:

- Actual or potential conflicts of interest must be declared at the beginning of each meeting.
- The trustee concerned must be removed from the discussion and decision-making process concerning the matter which is/may be the subject of a conflict of interest.
- Details of the discussions and decisions must be recorded.
- When a conflict of interest has been identified, a written record must be kept, stating: the nature of the conflict; which trustee or trustees were affected; if any conflicts were declared in advance; an outline of the discussion; if anyone withdrew from the discussion and how the trustees made the decision in the charity's best interests.

This policy has been approved by the Trustees

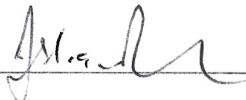
And by Club Council on:

The policy should be reviewed at least every three years.

Signed: _____

Date: _____

President

Signed:  _____

Date: 16.6.22

Trustee

Date of next review: by June 2024