



Best Practice Document No. BP14

## Trustee Conflict of Interest Policy

Version 2.0 September 2010

Any trustee who has a financial interest in a matter under discussion should declare the nature of his / her interest and withdraw from the room, unless s/he has a dispensation to speak.

For example:

Being the paid employee or Trustee of an organization which has a partnership or contract with Communication Matter, or

Being the paid employee or Trustee of an organization which directly benefits from a partnership or contract with an organization being discussed

If a trustee has any interest in the matter under discussion which creates a real danger of bias, that is, the interest affects him / her or a member of his / her household, more than the generality affected by the decision: s/he should declare the nature of the interest and withdraw from the room, unless s/he has a dispensation to speak.

For example:

A bursary through the small grants award to a colleague or family member, or

A Volunteer for an organization that may directly benefit from knowledge of discussions or decisions made by the Trustees

If a trustee has any other interest which does not create a real danger of bias, but which might reasonably cause others to think it could influence their decision, s/he should declare the nature of the interest, but may remain in the room, participate in the discussion, and vote if s/he wishes.

If in any doubt about the application of these rules, s/he should consult with the chair.

Trustee's interests will be listed in a register.