CONFLICT OF INTEREST POLICY, Additional Curates Society (ACS).

1. What is a conflict of interest?

1.1 A conflict of interest exists where there "is the possibility that a trustee's personal or wider interests could influence the trustee's decision making". These can lead to decisions that are not in the best interests of the ACS and which are invalid or open to challenge. Conflicts of interest could also damage the ACS's reputation or public trust and confidence in charities generally.

1.2 All trustees have a legal duty to act only in the best interests of the ACS, and trustees should identify and address any conflicts of interest that affect them or the ACS.

1.3 The governing document of the ACS expresses that conflicts of interest should be declared, and gives direction on how to deal with such situations. This can be found in section **23** of the Articles of Association.

2. What should be declared?

2.1 Financial conflict: Any potential financial or measurable benefit directly to a trustee, or indirectly through a connected person (e.g. family, relatives or business partners of a trustee, as well as businesses in which a trustee has an interest through ownership or influence).

2.2 Loyalty conflict: Any situation where a trustee's duty to the ACS may compete with a duty or loyalty they owe to another organisation or person.

2.3 Trustee benefits: Any instance where money, property, goods or services with a monetary value are received by a trustee from the ACS. This can only occur where there is an explicit legal authority in place. This does not include reasonable out-of-pocket expenses.

3. Procedure should a trustee be subject to a conflict of interest

3.1 Conflicts of interest should be declared at the earliest possible occasion, and recorded in the ACS's register of interests. This could include:

- when a new trustee is appointed

- during each meeting

3.2 Training on conflicts of interest will be provided to all newly appointed trustees.

3.3. Trustees must absent themselves from any discussions or votes in which a conflict of interest may arise, as detailed in the Articles of Association.

3.4 Records should be kept of all discussions and decisions made regarding such conflicts of interest, for example in the minutes of the relevant trustee meeting. “Conflicts of Interest” will be included as an agenda item at all trustee meetings.

4. Monitoring and enforcing this policy

4.1 This policy will be monitored and enforced by the board of Directors.