



Rickmansworth Waterways Trust

Trustee Conflict of Interest Policy

Document Number P11

Date Reviewed and Approved by the Trustees – Nov 2020

Policy

All Trustees of Rickmansworth Waterways Trust will strive to avoid any conflict of interest between the interests of the Trust 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 Trust's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and trustees.

Examples of conflicts of interest include:

- A Trustee/committee member who is also a user of services the Trust provides who must decide whether fees from users should be increased
- A Trustee/committee member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions
- A Trustee/committee member who is also on the committee of another organisation that is competing for the same funding
- A Trustee/committee member who has shares in a business that may be awarded a contract to do work or provide services for the Trust

Upon appointment each Trustee/committee member will make a full disclosure of interests, such as relationships and posts held that could potentially result in a conflict of interest. If a Trustee finds they have a conflict of interest at any point in their term this must be disclosed when it becomes apparent.

In the course of meetings or activities, Trustees/committee members will disclose any interests in a transaction or decision where there may be a conflict between the Trust's best interests and the Trustees/committee members' best interests or a conflict between the best interests of two organisations that the Trustee/committee member is involved with.

After disclosure, the Trustee/committee member 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.

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