

Conflict of Interest Policy

Reviewed and agreed at May management meeting 2022

Date to be reviewed: May 2024

Policy Statement

All directors, officers, and management committee members of Poppleton Community Railway Nursery 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 stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers and committee members.

Examples of conflicts of interest include:

- A director who is also a user of Poppleton Community Railway Nursery who must decide whether fees from users should be increased.
- A director who is also on the committee of another organisation that is competing for the same funding.
- A director or committee member 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/committee member 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.

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

Director/officers, committee member statement - After disclosure, I understand that I may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

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

This Policy was adopted by the Board of Directors and Trustees of Poppleton Community Railway Nursery at their management meeting on:

Director Declaration of Conflict of Interest

I _____ as director of Poppleton Community Railway Nursery have set out below my interests in accordance with the organisation's conflicts of interest policy.

Signature: _____ Print Name: _____

Name of Director	Description of Interest	Does it relate to the Director, or a connected person?	Is the interest current? y/n

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Signed: _____

Position: _____

Date: _____