

## Conflicts of Interest Policy

### 1. Scope

This policy applies to all persons – organisers, members, associates and volunteers – involved with Sustainable Warminster.

### 2. Definition

A Conflict of Interest is:

“any situation in which a member’s personal interests or loyalties could, or could be seen to, prevent them from making a decision only in the best interests of the community group”

Examples could be where a member of Sustainable Warminster is also a member of an organisation with conflicting interests, or where any financial decisions might be influenced by outside factors affecting that member.

### 3. Policy

If a member of Sustainable Warminster thinks they might have a conflict of interest, they must declare it to the committee.

The committee must deal with the matter in strict confidence, record the findings, and abide by GDPR legislation. If the member making the declaration is also a member of the committee, they must not be involved in this process.

If the (quorate) committee decides that there really is a conflict, the member must stand down from the situation in which it arose.

If a member of Sustainable Warminster knows they have a conflict of interest, and fails to declare it, they will be banned from the organisation as soon as this becomes apparent.

### 4. Reviews

This Policy will be reviewed biennially, or more often if a concern arises.