

St Mary's Church, Hardwick

Conflict of Interest Policy

All staff, PCC members and Hall Management Team members ("Interested Parties") of St Mary's Church will strive to avoid any conflict of interest between the interests of the Church and Community Hall 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 purposes of this policy is to protect the integrity of our decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of Interested Parties.

Examples of conflicts of interest include:

- 1 An Interested Party who is also a user of the Hall who must decide whether fees from users should be increased.
- 2 An Interested Party who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- 3 An Interested Party who is also on the committee of another organisation that is competing for the same funding.
- 4 An Interested Party who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

Upon appointment each staff member, PCC member and Hall Management Team 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, Interested Parties will disclose any interests in a transaction or decision where there may be a conflict between the church's and community hall's best interests and the Interested Party's best interests or a conflict between the best interests of two organisations that the Interested Party is involved with.

After disclosure, the Interested Party 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 committee 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 staff, PCC members and Hall Management Team members should respect its spirit as well as its wording.

Date Adopted: 19th July 2018

Ah Cornwell (Secretary)