

GM Freeze Conflicts of Interest Policy



VERSION 1

Adopted 20 January 2016

1. Introduction

The purpose of this procedure is to protect the integrity of GM Freeze's decision making processes, to give stakeholders confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and Management Committee members.

2. Statement of intent

All staff members, volunteers and Management Committee members of GM Freeze will strive to avoid any conflict of interest between the interests of GM Freeze on the one hand, and their personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest and also the perception of conflicts of interest.

3. Conflicts of interest

Conflicts of interest include, but are not limited to:

- 3.1. A Management Committee member who is also an employee, Director or member of a member organisation which pays membership fees, taking part in decisions about membership fees.
- 3.2. A Management Committee member who is related to a member of staff taking part in decisions regarding staff pay and/or conditions.
- 3.3. A Management Committee member being involved with another organisation that is competing for the same funding, supporters or contracts.
- 3.4. A staff member, volunteer or Management Committee member having a financial interest in a business that may be awarded a contract to do work or provide services for the organisation.
- 3.5. A staff member, volunteer or Management Committee member representing GM Freeze in public, who also acts as a public representative of another organisation or body.

4. Declaring conflicts of interest

- 4.1. On appointment, each staff member and Management 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.
- 4.2. Volunteers who begin a regular volunteering relationship with GM Freeze will also make a full written disclosure, as in 4.1, above.

4.3. In the course of meetings or activities, staff members, volunteers and Management Committee members will disclose any potential or actual conflict of interests in matters to be discussed or decided upon. Disclosures will be noted in any relevant minutes.

5. Managing conflicts of interest

5.1. When an actual or potential conflict of interest is declared, the person chairing the meeting will make a decision about how to proceed. They may ask the person declaring an actual or potential conflict of interest to leave the room for the relevant discussion and may exclude them from taking part in the decision. The person chairing the meeting is encouraged to consider the views of the other participants before making their decision.

5.2. All actions taken to manage a conflict, or potential conflict, of interest will be noted in the minutes of the relevant meeting.

6. Good judgement

This policy is intended to supplement, rather than replace, good judgment. Staff members, volunteers and Management Committee members should respect its spirit as well as its wording.