

Mortimer Hall Conflict of Interest Policy

Management Committee members should be aware of the need to avoid any conflicts of interest between their role as a committee member/trustee or officer of Mortimer Hall and any other interest they may have, both personally and as members of other organisations which have any kind of relationship with the Mortimer Hall. In making decisions and in exercising judgements, they must put the interest of Mortimer Hall first.

Conflicts of interest include the following: -

- Where a Committee Member would benefit or lose significantly, either financially or otherwise, because of a decision by the Committee.
- Where a close family member, close friend, working colleague or direct employer would similarly benefit or lose.
- Where an organisation within which a Committee Member has an interest, stands to gain, or lose significantly because of a decision by the Committee. Which is not to be communicated to any 3rd parties without the prior consent of the committee.

Any gift, service or inducement relating to an activity or function of the Charity should be reported in writing to the Secretary who will record this and report it to the next meeting of the Management Committee. Normally such gifts, service or inducements should always be refused or where appropriate used in such a way as to benefit the Charity.

Where a member of the Management Committee has a personal interest in the outcome of any matter being considered by the Committee, they should declare this prior to the matter being discussed so that other members are aware of the situation and where the member concerned feels that their colleagues would reasonably regard their judgement on the matter to be affected as a result of this interest, they should take no part in the discussion or voting on the issue and should leave the room while the discussion is taking place. Members should declare interests of this nature as soon as they become aware of them. If this is before the meeting, then the declaration should be in writing, to the Secretary, who will then report the matter at the appropriate point. If they only become aware of the conflict of interest during the meeting, they should declare it orally and take the appropriate action. In every case the minutes of the meeting will record declarations of conflict of interest and actions taken as a result.

A member of The Committee will be appointed to be responsible for overseeing this policy. This person will be responsible for urgently reporting concerns that arise to the committee. The appointee being until the meeting following the AGM in April