

## **CONFLICT OF INTEREST POLICY**

### **1. Introduction**

All contracted freelancers, volunteers, and Trustees of Chrysalis Arts Development Ltd (CAD) will strive to avoid any conflict of interest between the interests of CAD 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 CAD's decision-making process, to enable stakeholders to have confidence in the integrity of CAD, and to protect the integrity and reputation of volunteers, freelancers and Trustees.

### **2. What is a Conflict of Interest?**

"A conflict of interest is any situation in which a Trustee's personal interests, or interests which they owe to another body, and those of the company arise simultaneously or appear to clash. The issue is not the integrity of the person concerned, but the management of any potential to profit from a person's position within CAD, or for a person to be influenced by conflicting loyalties. Even the appearance of a conflict of interest can damage the company's reputation, so conflicts need to be managed carefully."

### **3. Conflicts of Loyalties**

This is when another appointment or employment or association (of the Trustee or of a relative or friend) may potentially influence the decisions of the Trustee in directions which may not be in the best interest of CAD. It is expected that other company roles, particularly as Trustee or employee, should be declared. Ultimately, it is not possible to define all the circumstances which may lead to a potential conflict of interest. It is the responsibility of each individual Trustee to declare any matters which he or she feels may present actual or potential conflicts, or the perception of such conflicts. If in doubt, it is better to make a declaration. Disclosure Upon appointment each Trustee 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 annually or as appropriate

### **4. Upholding the company's values**

The board ensures that all its decisions and actions are consistent with the company's values.

Trustees regularly check whether there are inappropriate power imbalances in the board or company. Where necessary, they address any potential abuse of power to uphold the company's purpose, values and public benefit.

Trustees adopt and follow a suitable code of conduct that reflects the company's values and sets out expected standards, ethics, probity and behaviour.

The board considers how the company is seen by the people and organisations who are involved in its work and by the wider public. The board has policies and procedures to make sure that the company works responsibly and ethically, has regard to the proper use of power and acts in line with its own aims and values.

## **5. Ensuring the right to be safe**

Trustees understand their safeguarding responsibilities and go beyond the legal minimum to promote a culture in which everyone feels safe and respected.

Where appropriate the board makes sure that there are appropriate and regularly reviewed safeguarding policies and procedures as part of the company's risk-management process, the board checks key safeguarding risks carefully and records how these are managed

All trustees, staff, volunteers and people who work with the company have information or training on the safeguarding policy, so they understand it, know how to speak up and feel comfortable raising concerns.

## **6. Identifying, dealing with and recording conflicts of interest/loyalty.**

The board understands how real and perceived conflicts of interests and conflicts of loyalty can affect a company's performance and reputation.

Trustees disclose any actual or potential conflicts to the board and deal with these in line with the company's governing document and our regularly reviewed conflicts of interest policy.

Registers of interest, hospitality and gifts are kept and made available to stakeholders in line with the company's agreed policy on disclosure. Trustees keep their independence and tell the board if they feel influenced by any interest or may be perceived as being influenced or to having a conflict.

## **7. Handling a Conflict of Interest In the course of meetings or activities,**

Trustees will disclose any interests in a transaction or decision where there may be a conflict between the organisations' best interests and the Trustee's best interests or a conflict between the best interests of two organisations that the Trustee is involved with.

If in doubt, the potential conflict must be declared anyway and clarification sought. In the case of a conflict of interest arising for a Trustee because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the memorandum or the articles, the “unconflicted” Trustees may authorise such a conflict of interests where the following conditions apply:

- The Trustee who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
- The Trustee who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Trustees is present at the meeting;
- The other Trustees who have no conflict of interest in this matter consider it is in the interests of the charity to authorise the conflict of interest in the circumstances applying. Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and freelancers, volunteers and Trustees should respect its spirit as well as its wording.

**Owner**

**Procedure lead**

**Formally endorsed by**

**Last review**

**Next review**

**CAD Board**

**Rick Faulkner**

**CAD Board**

**Feb 2023**

**March 2026**