



Conflict of Interest Policy

February 2021

All Trustees including those on the Executive Team and members of BACME, will strive to avoid any conflict of interest between the interests of BACME 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 are to protect the integrity of BACME's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of all Trustees and members of BACME.

Examples of conflicts of interest include:

- 1 A Trustee (who must be a member of BACME) who must decide whether fees for members should be increased.
- 2 A Trustee who is also a Trustee or on the committee of another organisation that is competing for the same funding.
- 3 A Trustee or member who has affiliation and or shares in a business that may be awarded a contract to do work or provide services for the organisation.

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 as appropriate.

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

After disclosure, the Trustee understands that they 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 Trustees 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 Trustees including those on the Executive team should respect its spirit as well as its wording.

Date Adopted: _____