DISS SURVEYORS' ALLOTMENT CHARITY
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Conflicts of Interest Policy

1. Purpose

The purpose of this policy is to protect the integrity of the decision-making processes of Diss Surveyors' Allotment Charity ("the Charity"), to enable Trustees to act in the Charity's best interests at all times, and to ensure compliance with Charity Commission guidance and applicable law.

2. Scope

This policy applies to all Trustees of the Charity and to any officer, adviser or representative acting on behalf of the Charity.

3. Principles

Trustees must act solely in the interests of the Charity when carrying out their duties.

Trustees must not use their position to obtain financial or other benefits for themselves, their family, friends, employers, business associates or any organisation with which they are connected.

The existence of a conflict of interest does not necessarily prevent participation in the Charity, provided the conflict is properly identified, recorded and managed.

4. Definition of a Conflict of Interest

A conflict of interest arises where a Trustee's personal interests, loyalties, duties or connections could influence, or could reasonably be perceived as influencing, the Trustee's ability to act solely in the interests of the Charity.

Conflicts may include, but are not limited to:

- Financial interests.
- Employment interests.
- Business interests.

- Membership of another organisation seeking funding from the Charity.
- Family or close personal relationships.
- Ownership of, or involvement with, an organisation applying for grant funding.
- Any matter where a reasonable person could conclude that impartiality may be affected.

5. Declaration of Interests

Trustees shall declare any relevant interests as soon as they become aware of them.

A declaration shall be made:

- Upon appointment as a Trustee.
- Annually when requested by the Charity.
- At any meeting where a relevant matter is being considered.

All declarations shall be recorded in the minutes of the meeting.

6. Managing Conflicts of Interest

Where a conflict of interest exists, the Trustees shall determine the appropriate course of action having regard to the nature and significance of the conflict.

The Trustee concerned shall normally:

- Declare the interest.
- Take no part in discussions on the matter.
- Take no part in any decision.
- Withdraw from the meeting for that item unless invited to provide factual information.

The remaining Trustees shall determine the matter solely on the basis of what is in the best interests of the Charity.

7. Grant Applications

Where a grant application is received from an organisation with which a Trustee is connected, that Trustee shall declare the interest and shall not participate in the assessment or decision-making process.

The relevant declaration and action taken shall be recorded in the minutes.

Nothing in this policy overrides the requirements set out within the Charity's Allocation of Funds Policy.

8. Register of Interests

The Charity shall maintain a Register of Interests containing declarations made by Trustees.

The Register shall be reviewed periodically and updated whenever necessary.

9. Breaches of this Policy

Any suspected breach of this policy shall be reported to the Chair of Trustees.

Where the Chair is the subject of the concern, the matter shall be referred to the remaining Trustees for consideration.

The Trustees may take appropriate action to protect the interests of the Charity and to ensure future compliance.

10. Monitoring and Review

This policy shall be reviewed every four years, or earlier if required by changes in legislation, Charity Commission guidance or the Charity's operations.