
Conflict of interest and Loyalty Policy

Newcastle
Community Centre

Approval date: 1/5/2019

Revision date: 1/5/2022
Revised 4/1/2023
Next revision date 1/1/2026

1.Responsibility for approval of policy	<i>Board</i>
2.Responsibility for implementation	<i>Board</i>
3.Responsibility for ensuring review	<i>Chairperson</i>

1 Policy Statement

All board members of Newcastle Community Centre will strive to avoid any conflict of interest between the interest of the organisation on the one hand and personal, professional and business interests on the other. This includes avoiding conflict of interests and perception of conflict of interest.

2. Purpose

The purpose of this policy is to protect the integrity of Newcastle Community Centre's decision making process, to enable stakeholders to have confidence in the integrity, and to protect the integrity and reputation of volunteers, committee members and staff.

This policy is intended to supplement good judgement.

3. Scope

This policy applies to all board members and sub groups of Newcastle Community Centre.

4. Samples of Conflict of interest

Some examples of conflicts of interest include:

- Board member who is also on the committee/board of another organisation competing for the same funding. The board member could use the information gained from the first organisation to benefit the second organisation or visa versa.
- Board member or a volunteer who have shares in a business that may be awarded a contract to do work or provide services for the organisation.
- Board member who is also a user of the centre who must decide whether fees from users should be increased.

5. How Newcastle Community Centre deals with conflict of interest.

Each board member must tell the governing body if they believe they have a conflict of interest or loyalty on a matter to be decided on at a meeting.

Any board member who feels there is a potential conflict of interest or loyalty that is not being declared should raise this for discussion.

If the governing body decides that there is no conflict of interest or loyalty, this will be minuted and the meeting proceeds as normal.

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If the board decides that there is a conflict of interest or loyalty that is serious enough to warrant being a conflict of interest, it will be treated as such.

If the board decides that there is a conflict of interest or loyalty, the trustee(s) in question must temporarily leave the meeting at which the matter is being decided upon

On return, the board member should be told what decision was reached.

Conflicts of interest or loyalty are recorded in the minutes of the meeting.

Review

This policy will be reviewed in three years or sooner if circumstances change.

Signed:
Chairperson

Signed
Secretary

Date

Date

Signed by board member

Signed version of policy kept in NCC Centre