**We are the Minories Conflict of Interest Policy – September 2024**

**Introduction:**

We are the Minories is committed to conducting its affairs with integrity and transparency and in the best interest of its mission to support the arts community. As a registered charity, we recognise the importance of managing conflicts of interest to maintain public trust and confidence in our organisation.

This Conflict of Interest Policy outlines our commitment to identifying, disclosing, and managing conflicts of interest that may arise among our trustees, staff, volunteers, and other stakeholders.

**Policy Statement:**

Definition of Conflict of Interest: A conflict of interest arises when an individual's personal interests or loyalties interfere with their ability to act in the best interest of We are the Minories.

Conflicts of interest may include, but are not limited to, financial interests, personal relationships, or other affiliations that could influence decision-making or actions within the organisation.

Disclosure: All trustees, staff, volunteers, and other individuals associated with We are the Minories must disclose any actual or potential conflicts of interest in writing to the Chair of the Board of Trustees or designated officer. Disclosure should include details of the conflict, the individual(s) involved, and any relevant information that could impact the organisation. There is also an opportunity at every board meeting to disclose conflicts of interest, which are recorded in the meeting minutes.

Assessment and Management: Upon receipt of a conflict of interest disclosure, the Board of Trustees or designated committee will assess the nature and significance of the conflict. Depending on the circumstances, possible courses of action may include:

Recusal: The individual with the conflict may be required to abstain from participating in discussions or decisions related to the matter in question.

Transparency: When appropriate, the conflict may be disclosed to other relevant parties to ensure transparency and accountability.

Resolution: The Board may take steps to resolve the conflict in the charity's best interest, which may involve seeking advice from independent experts or legal counsel.

Documentation: All actions to address conflicts of interest, including decisions made and resolutions reached, will be documented in writing and maintained in the organisation's records.

Particular attention will be paid to Conflicts of Interest in the complaints procedure.

Annual Declaration: All trustees, staff, and volunteers must sign an annual declaration confirming their compliance with this Conflict of Interest Policy and disclosing any new conflicts of interest that may have arisen since their last declaration.

Review and Revision: The Board of Trustees will periodically review this Conflict of Interest Policy to ensure its effectiveness and relevance. Any revisions will be made according to legislative changes, organisational structure, or best practices.

Conclusion: We are the Minories is committed to upholding the highest standards of ethical conduct and accountability in all operations. By adhering to this Conflict of Interest Policy and promoting a culture of transparency and integrity, we aim to safeguard the interests of our stakeholders and maintain public trust in our organisation.

The We are the Minories Board adopted this policy on:

Date