

## Conflict of Interest Policy

All volunteers, (inc. trustees) of Aim Higher will strive to avoid any conflict of interest between the interests of Aim Higher 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 is to protect the integrity of Aim Higher's decision-making process, to enable everyone to have confidence in our integrity, and to protect the integrity and reputation of volunteers and committee members.

Examples of conflicts of interest include:

If you're a trustee, you would have a conflict of interest if the charity is thinking of making a decision that would mean:

- you could benefit financially or otherwise from your charity, either directly or indirectly through someone you are connected to
- your duty to your charity competes with a duty or loyalty you have to another organisation or person

Upon appointment each committee member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest, if applicable. This written disclosure will be kept on file and will be updated as appropriate.

In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the organisations best interests and the committee members best interests or a conflict between the best interests of two organisations that the committee member is involved with.

After disclosure, I understand that I will be asked to leave the room for the discussion and will not be able to take part in the decision making.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgement, and staff, volunteers and committee members should respect its spirit as well as its wording.