

Cambridge Buddhist Centre Conflict of Interests Policy

This policy applies to trustees, board members and employees of Cambridge Buddhist Centre.

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

This policy and the way in which it operates will be reviewed annually.

The policy was last reviewed in July 2018

SignatureRatnaghosha.....

Chair of Board of Trustees

Date20th July 2018.....

Why have a policy?

Board of Trustee members have an obligation to act in the best interests of Cambridge Buddhist Centre (CBC), and in accordance with the CBC's constitution. Staff and volunteers have similar obligations. Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the CBC.

The purposes of this policy is to protect the integrity of the CBC's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and board members.

Examples of conflicts of interest include:

- 1 A member who is also a user who must decide whether fees from users should be increased.
- 2 A member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.

- 3 A member who is also on the committee of another organisation that is competing for the same funding.
- 4 A member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

Such conflicts may create problems; they can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of the CBC;
- Risk the impression that CBC has acted improperly.

The aim of this policy is to protect both CBC and the individuals involved from any appearance of impropriety.

All staff, volunteers, and Board of Trustee members will strive to avoid any conflict of interest between the interests of the CBC 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 declaration of interests

Accordingly, we are asking Board Members and senior staff to declare their interests, and any gifts or hospitality received in connection with their role in CBC.

To be effective, the declaration of interests needs to be updated annually and also when any changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Chair of CBC for confidential guidance. Interests will be recorded on the governing body's register of interests, which will be maintained by the CBC secretary.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that Board Members and senior staff act in the best interests of CBC. The information provided will not be used for any other purpose.

What to do if you face a conflict of interest

If you are a user of CBC services you should not be involved in decisions that directly affect the service that you receive. You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if you face a conflict for any other reason. You may, however, participate in

discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal.

If you fail to declare an interest that is known to the Chairman of the board, the Chairman will declare that interest.

Decisions taken where a board member or member of staff has an interest

In the event of the board having to decide upon a question in which a Board Member or member of staff has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate.

Interested board members may not vote on matters affecting their own interests. They may participate in the discussion but not the decision-making process.

All decisions under a conflict of interest will be recorded by the CBC secretary and reported in the minutes of the meeting. The report will record:

- The nature and extent of the conflict;
- An outline of the discussion;
- The actions taken to manage the conflict.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

Managing contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.