

# Cambridge Buddhist Centre

## Conflict of Interest Policy

This policy applies to trustees, council 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 December 2025.

Signature:  (Keturaja)

Chair of Council of Trustees  
Date: 21st December 2025

### Why have a policy?

Members of the Council of Trustees have an obligation to act in the best interests of Cambridge Buddhist Centre (CBC), and in accordance with the CBC's constitution and charity commission guidelines. Staff and volunteers have similar obligations. Conflicts of interest may arise when an individual's personal or family interests and/or loyalties conflict with those of the CBC.

The purposes of this policy are 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 council members.

Examples of conflicts of interest include:

- 1 A member who is also a service user who must decide whether fees from service 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 best interests of the CBC;
- Risk the impression that the CBC has acted improperly.

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

### **Declaration of interests**

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

To be effective, the declaration of interests needs to be updated annually and 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 the 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 Council Members and senior staff act in the best interests of the CBC. The information provided will not be used for any other purpose.

### **What to do if you face a conflict of interest**

If you face a conflict of interest, you should declare it at the earliest opportunity. You might be involved in an initial discussion to make any points that only you can make. After that, you will need to withdraw from any subsequent discussion. However, you may, participate in discussions about matters from which you would benefit indirectly; 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 Chair of the Council, the Chair will declare that interest.

### **Decisions taken where a council member or member of staff has an interest**

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

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

All decisions where there is 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 of interest;
- An outline of the discussion;
- The actions taken to manage the conflict of interest.

Where there is a conflict of interest that cannot be resolved through the usual procedures, independent external moderation may be called upon.

### **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.