

## **Orchard Community Energy Conflict of Interest Policy**

All board members and other volunteers of Orchard Community Energy (OCE) will strive to avoid any conflict of interest between the interests of OCE 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 OCE's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of directors and other volunteers.

Examples of conflicts of interest include:

- 1 A director who is a director, employee or shareholder of an OCE supplier or a subcontractor to a supplier.
- 2 A director who is related to a member of staff of an organisation that competes with an OCE supplier, eg. where there is a confidentiality agreement in place.
- 3 A director who is a committee member or service user of an organisation that is applying to the Orchard Community Fund.

Upon appointment each director and other appropriate volunteers will make a full, written disclosure of all their material interests, such as relationships, and posts held, including but not limited to those that could potentially result in a conflict of interest. Volunteers will be asked to complete a disclosure only when this is relevant for their role.

This written disclosure will be kept on file and will be updated when material changes occur and checked and confirmed accurate at least annually. It will not be published on the Orchard website but will be made available to members on request.

In the course of meetings or other relevant activities, directors, volunteers and any guests will disclose any interests in a transaction or decision where there may be a conflict between OCE's best interests and the director's, volunteer's or guest's best interests or a conflict between the best interests of OCE and another organisation that the director, volunteer or guest is involved with.

After disclosure, a director, volunteer or guest may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other directors present at the time.

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

This policy is meant to supplement good judgement, and directors, volunteers and guests should respect its spirit as well as its wording.

Date Adopted: \_\_\_28 February 2018\_\_\_\_\_