



## **Conflict of Interest Policy**

All staff and members of the Board of Trustees of Pop Arts will strive to avoid any conflict of interest between the interests of Pop Arts 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 the Pop Arts' decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and committee members.

Examples of conflicts of interest include:

- 1 A trustee who is also a user who must decide whether fees from users should be increased.
- 2 A trustee who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- 3 A trustee who is also on the Board of another organisation that is competing for the same funding.
- 4 A trustee who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

In the course of meetings or activities, trustees will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the trustees best interests or a conflict between the best interests of two organisations that the trustee(s) is/are involved with.

After disclosure, it is understood that the person with the conflicting interest will 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 trustees 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 judgment, and staff, and trustees should respect its spirit as well as its wording.