



Crosspoint (Westbury)

Albion House

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Westbury

Wiltshire

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☎ 01373 824330 Email info@crosspoint-westbury.co.uk

CONFLICT OF INTERESTS POLICY AND PROCEDURE

Policy Statement

In all their dealings on behalf of Crosspoint (Westbury), volunteers should put the interests of the charity before any personal interests. They will not receive any benefit from their work or service for Crosspoint.

Volunteers their friends or family will not be favoured in terms of service, employment or funding.

Volunteers should declare any interests which may conflict with those of Crosspoint.

Procedure

Volunteers should provide the directors with details of any interests that may conflict with those of Crosspoint. A register of such interests should be maintained and kept updated.

In the event that volunteers are unsure whether an interest needs to be declared, they should err on the side of caution. Confidential guidance on this issue is available from the Chairman.

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

In the event that it is considered that a volunteer's interests may conflict with those of Crosspoint, the matter will be discussed at a meeting of the Directors and a decision made. A vote will be taken and a decision made on the basis of no less than two thirds of the Directors being in agreement. The discussion will be minuted and outcome of the vote will be recorded in the minutes of the meeting. Interested parties cannot be present for the vote.

In the event that a volunteer benefits from the decision, this will be reported in the annual report and accounts.

December 2015

Review Date December 2018

Administrator Jessica Nel

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Crosspoint (Westbury) is a registered charity No. 07433738 and registered with Companies House, Company No. 07433738