



## Conflicts of Interest

Reviewed by Trustees 24/01/19

A Trustee is legally required to act in the best interests of the Charity when making decisions as a Trustee. A conflict of interest is any situation in which a Trustee's personal interests or loyalties could, or could be seen to, prevent the Trustee from making a decision only in the best interests of the Charity. Examples are decisions affecting the financial interests of a Trustee or decisions which may benefit or harm another person or organization to which the Trustee has loyalties. Trustees have a personal and legal responsibility to declare conflicts of interest immediately they become aware of them, including

- a) conflicts with their own business and personal interests,
- b) conflicts with the interests of their spouse, partner, family and close relatives
- c) conflicts with the interests of another organisation, e.g. another charity of which they are a Trustee.

Cambridge Carbon Footprint will address possible conflicts of interest by:

- (1) Including a standard agenda item at the start of each meeting, inviting Trustees to reflect on and declare any possible conflicts of interest arising.
- (2) Where such a possible conflict of interest arises, taking steps to prevent the conflict influencing, or being suspected of influencing, the decision. For example, the relevant Trustee will withdraw from consideration of that item, or the potentially conflict-producing item will be discarded.
- (3) Recording details of any such declaration and subsequent decisions.

The Trustees as a whole will be responsible for monitoring and enforcing this policy. They will review the policy regularly, noting whether cases have arisen under it and whether they suggest that CCF treatment of conflict of interest needs elaboration, for example by such things as compilation of a formal record of Trustees' interests or inclusion of explicit mention of conflict of interest in CCF's Memorandum and Articles of Association.