



# THE SOCIETY OF RECORDER PLAYERS

Registered Charity No. 282751/SC038422

## Conflict of Interest Policy

The purpose of the policy is to ensure that;

- Any decisions made by Trustees are in the best interests of the SRP, when considering entering into a transaction, contract or arrangement that might benefit the private or personal interests of the decision maker,
- The Trustees and decision makers act at all times in the best interests of the SRP,
- Trustees do not directly or indirectly receive any profit from their position,
- Any financial interest is disclosed,
- Trustees do not use their position to obtain information to achieve financial benefit for themselves or another close family member, friend or another organisation.

Procedures to ensure decisions are made in the best interest of the SRP are;

1. An ongoing conflict register will be regularly maintained and monitored where Trustees will register any perceived, current or potential interests. The register will include information about the person affected, the type of conflict of interest, and how it will be ensured that decisions are made in the best interests of the SRP.
2. At the start of each Trustee meeting, conflicts of interest will be declared that relate to the agenda items for discussion. The Trustees should discuss any conflicts that may have arisen since the last meeting, and consider any changes (for example, if an officer has changed jobs).
3. When there is a conflict of interest, the affected person will not take part in the discussion or decision making.
4. If a conflict is going to be ongoing, the Trustees should take additional steps to ensure that decisions remain in the best interest of the charity.
5. The minutes of the Trustee meeting will record all disclosures and declarations of conflicts of interest. The minutes will include the type of conflict of interest, the person affected, and whether the conflict of interest was declared in advance. A summary of the discussion, and how it was ensured that decisions were made in the best interests of the SRP, including anyone who withdrew, will be recorded.
6. New conflicts of interest will be added to the register when declared.

Name	Type of conflict	Interest	Date Trustees notified	Trustee actions to address this conflict