



PLEAN HOUSE AND STABLES CHARITY

Conflict of Interest Policy

Approved by Board. 01.04.2026

Date of First Issue. 01.04.2026

Review Date. 01.04.2027 (Every three years thereafter)

Version: Version 1

All trustees of Plean House and Stables Charity will strive to avoid any conflict of interest between the interests of the Organisation 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 are to protect the integrity of the Organisation's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and trustees.

Examples of conflicts of interest could include:

1. A trustee who is related to a member of staff and there is a decision to be taken on staff pay and/or conditions.
2. A trustee who is also on the board of another organisation that is competing for the same funding.
3. A trustee who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

Upon appointment each trustee will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

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 organisations best interests and the trustee's best interests or a conflict between the best interests of two organisations that the board member is involved with.

In the event of a disclosure of a conflict of interest, the trustees may choose an option from the following:

- * **Option 1:** After disclosure, I understand that I 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 trustees present at the time.
- * **Option 2:** After disclosure, I understand that I will be asked to leave the room for the discussion and will not be able to take part in the discussion or decision. If required, the trustee who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of trustees is present at the meeting.
- * **Option 3:** The other trustees who have no conflict of interest in this matter consider it is in the interests of the charity to authorise the conflict of interest in the circumstances applying.

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

This policy is meant to supplement good judgment and trustees should respect its spirit as well as its wording.

For all other potential conflicts of interest the advice from OSCR will be sought and the advice recorded in the minutes. All steps taken to follow the advice will be recorded.

This policy is meant to supplement good judgment, and staff, volunteers and trustees should respect its spirit as well as its wording.

At Plean House and Stables, we are committed to acting with integrity, objectivity, and impartiality in all our operations. Our mission is to restore Plean House and Stables, and we believe this is best achieved by ensuring our decisions are free from bias, prejudice, and undue influence.

We operate independently of political parties and external commercial interests. All, trustees, and volunteers are required to act impartially and in the best interests of the charity.

Potential conflicts (financial or personal) must be declared immediately and assessed to ensure no individual can influence a decision from which they might benefit.

Potential conflicts (financial or personal) must be declared immediately and managed in accordance with our Conflict of Interest procedure to ensure no individual can influence a decision from which they might benefit.

List any identified risks to impartiality and/or independence below. I agree to monitor for any such issues on an ongoing basis and will immediately notify the chairperson should any potential issues arise.

The following potential issues were identified (or state NONE):

Individual Name	Individual Signature	Date

NB Complete one form for each member of the Board and filed alongside each trustees personal file.