

Conflict of Interest Policy

Policy Title: Conflict of Interest

Organisation: SOLACE LIVING SUPPORT CIC

Version: 1.0

Date: April 2025

Review Date: April 2026

1. Purpose

To ensure transparency and integrity in all decision-making by identifying and managing potential conflicts of interest.

2. Scope

Applies to directors, staff, volunteers, and contractors.

3. Definitions

A conflict of interest is any situation in which a person's private interests could interfere with their duties to the organisation.

4. Procedures

- All individuals must declare any actual or potential conflicts in writing.
- A Conflict of Interest Register will be maintained.
- Individuals with a declared conflict must not participate in related decisions.

5. Transparency

- Declarations must be updated annually and when changes occur.
- The board will review the register at least twice a year.

6. Review

Annually or if a breach is reported.