

Conflict of Interest Policy and Procedures

This policy is to be read in conjunction with the following policies and documents:

- Confidentiality Policy
- Code of Conduct for Trustees

1. Policy and procedures for Trustee Board and volunteers

Members of the Fuel Macedonia Trustee Board want to prevent any conflict of interest that may arise between their role as Trustees of Fuel Macedonia and their private or family interests, or their association with other voluntary or community organisations, public authorities, commercial organisations or other bodies. Similarly, members of the Trustee Board want to avoid any conflicts of interest that may arise for Fuel Macedonia volunteers and supporters, given that they are, or have been, associated in a personal capacity with specific voluntary or community organisations, public authorities, commercial organisations or other bodies.

Conflicts of interest could include, but are not limited to:

- unfair access to information, influence, services or resources
- being a party to both sides of a contract or other agreement

2. Principles

- 2.1. Board members are elected, co-opted or appointed to the Board to serve the interests of Fuel Macedonia;
- 2.2. Members of Fuel Macedonia's Trustee Board should act in the Charity's interests only and without regard to their own private interests and should not derive any personal benefit or gain from the Charity.
- 2.3. Organisations, or bodies, with which Trustees are associated should not benefit from their membership of the Board, other than the benefits that all, or significant groups of voluntary and community organisations can receive from Fuel Macedonia and its work.

3. Register of Interests

- 3.1. All Trustees on election, co-option or appointment are required to list in a Register all relevant interests which might influence their judgement or which could be perceived (by a reasonable member of the public) to do so.
- 3.2. The Secretary will ask all Trustees and staff to update their Register entry annually, but it is the responsibility of all Trustees and staff to notify the Secretary of all updates as and when they arise. The Register of Interests shall be open to reasonable public inspection on application to the Secretary.

4. Declarations of interest at Fuel Macedonia Board meetings

- 4.1. All Trustees, supporters and volunteers present at a Board meeting (or sub-committee or working group) should make an oral declaration of any relevant interest if it relates specifically to a particular issue under consideration (and does not relate to all, or a

significant group of, voluntary and community organisations). Oral declarations should be recorded in the minutes of the meeting.

- 4.2. If the outcome of any discussion at a Board meeting (or sub-committee or working group) could have a direct financial effect on a Trustee or on a voluntary or community organisation or other body in which the Trustee has a relevant interest (other than an interest which relates to all, or a significant group of, voluntary and community organisations), the Trustee should not participate in the discussion or determination of matters and should withdraw from the meeting. Withdrawals shall be recorded in the minutes of the meeting.
- 4.3. If the outcome of any discussion at a Board meeting (or sub-committee or working group of the Board) could have a direct financial effect on a supporter or volunteer, or on a voluntary or community organisation, or other body in which the supporter or volunteer has a relevant interest (other than an interest which relates to all, or a significant group of, voluntary and community organisations), the supporter or volunteer should not participate in the discussion and should withdraw from the meeting. Withdrawals shall be recorded in the minutes of the meeting.
- 4.4. If a Trustee has any other interest which does not create a real danger of bias, but which might reasonably cause others to think it could influence their decision, they should declare the nature of the interest, but may remain in the room, participate in the discussion, and vote if they wish.
This paragraph does not apply to disciplinary, grievance, or similar procedures as separate arrangements apply.
- 4.5. The Secretary should include in their report for each Trustees' meeting details of any contracts/agreements to be entered into prior to the next meeting of the Trustees and any potential conflicts identified from a check of the Register.

5. Representation

- 5.1. Trustees, supporters and volunteers attending meetings, seminars and conferences on behalf of Fuel Macedonia should at all times act and speak in the best interests of Fuel Macedonia, following the agreed policy of Fuel Macedonia.
- 5.2. Trustees, supporters and volunteers attending meetings, seminars and conferences in a personal capacity, or on behalf of a voluntary or community organisation or other body, may at times be able to usefully support the best interests of Fuel Macedonia. In such circumstances they should make it clear in which capacity they are acting or speaking.
- 5.3. Trustees, supporters and volunteers who may be placed in any conflict of interest while attending meetings and conferences should discuss their concerns at the earliest possible opportunity with the Chair of Trustees.

Any exceptions, or potential exceptions, to this policy must be discussed at an appropriate meeting of the Board of Trustees of Fuel Macedonia.