

## APPENDIX E (Conflict of Interest Policy)

### Policy

The policy of Gillingham, Mere & Shaftesbury Lions Club (CIO) regarding conflict of interest is in accordance with the 'Objects and Code of Ethics' established by Lions Clubs International in that trustees and members of the Club should 'serve their community without personal financial reward'. This policy means that members should not receive any benefit nor seek to influence Club decisions in order to provide benefit to family members or organisations associated with members.

Conflicts of interest create problems as they can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of Gillingham, Mere & Shaftesbury Lions Club (CIO) or with the wider Lions organisation; and
- Risk the impression that Gillingham, Mere & Shaftesbury Lions Club (CIO) has acted improperly.

The aim of this policy is to protect both the Club and its trustees and members from any appearance of impropriety.

It is the policy of the club that members must not be involved in managing or monitoring a contract in which they have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of invoices, and termination of the contract if the relationship is unsatisfactory.

### Definitions

Conflicts of interests arise where a member's personal or family interests and/or loyalties conflict with those of Gillingham, Mere & Shaftesbury Lions Club (CIO) or with the wider Lions organisation.

### Implementation

Trustees, members and volunteers must declare their interests in other organisations and any benefit received in connection with their role in Gillingham, Mere & Shaftesbury Lions Club (CIO) or with the wider Lions organisation. A declaration of interest form is provided for this purpose, listing the types of interest to be declared. Forms will be kept in a register.

To be effective, the declaration of interests is updated routinely and when any changes occur.

Members unsure what to declare, or whether/when declaration needs to be updated should err on the side of caution. Members may consult with the trustees for confidential guidance.

Members or the carer of someone who uses Gillingham, Mere & Shaftesbury Lions Club (CIO) services, should not be involved in decisions that directly affect the service that the member, carer or the person cared for, receives.

Members should declare their interest at the earliest opportunity and withdraw from any subsequent discussion.

Members may, however, participate in discussions from which indirect benefit may be gained, for example where the benefits are universal to all users.

In the event of the trustees having to decide upon a question in which a trustee or club member has an interest, the decision will be made by vote, with a simple majority. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested board members may not vote on matters affecting their own interests.

### Responsibilities

The President or Vice President will chair any meeting associated with conflict of interest.

The Secretary will maintain the declaration of interest register.

Trustees and club members are responsible for declarations of interest as required.