



Making your retirement work for you.

PATRON: Ken Jarrold CBE

## **Conflict of Interest Policy**

All trustees, members and staff of the NHS Retirement Fellowship 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 purpose of this policy is to protect the integrity of the organisation's decision-making processes, to enable all stakeholders to have confidence in our integrity, and to protect the integrity and reputation of trustees, members and staff.

Examples of conflicts of interest include:

- a trustee, member or staff member who is related to an individual in a business that may be awarded a contract to do work or provide services to the organisation.
- a trustee, member or staff member who is also on a committee of another organisation that is competing for the same funding.
- a trustee, member or staff member who has shares or an interest 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.

Upon appointment, any trustee holding the position of Regional or Country Representative will resign from the representative post

In the course of meetings or activities, trustees or members will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the individual trustee or member's best interests, or a conflict between the best interests of two organisations that the trustee or member is involved with.

After disclosure of a potential conflict of interest, the trustee or member 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 members present at the time.

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

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

Reviewed by Audit and Investment Committee date – May 2019.....(no change)

Chairman of the Board of Trustees

Signed .....

Date .....

Policy circulated to Staff :

Added to NHSRF website:

Review date : May 2022