

New Horizon Conflict of Interest Policy

This policy applies to Trustees and Volunteers of New Horizon

Trustees and volunteers have a legal obligation to act in the best interests of New Horizon and in accordance with New Horizon's governing documents. Conflicts of Interest may arise where an individual's personal or family interests conflict with those of New Horizon.

The aim of this policy is to protect both the organisation and the volunteers from any appearance of impropriety.

The Declaration of Interests

Accordingly, we ask trustees and volunteers to declare their interests, and any gifts or hospitality received in connection with their role in New Horizon. A declaration of interests form is provided for this purpose, listing the types of interest you should declare. To be effective, the declaration of interests needs to be updated at least annually, and also when any changes occur. Interests will be recorded on the charity's register of interests, which will be maintained by New Horizons secretary. The register will be accessible by Trustees and volunteers.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act. Data will be processed only to ensure that trustees and volunteers act in the best interests of New Horizon. The information provided will not be used for any other purpose.

Decisions taken where a trustee or member of staff has an interest

In the event of the board having to decide upon a question in which a trustee or member of staff has an interest, all decisions will be made by vote, with a simple majority required. 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. All decisions under a conflict of interest will be recorded by the charity secretary and reported in the minutes of the meeting.