



Conflict of Interest policy

December 2025

Purpose

This policy ensures that trustees act solely in the best interests of the Foundation, avoid conflicts of interest, and manage any unavoidable conflicts transparently and appropriately.

Scope

This policy applies to all trustees of the Foundation and addresses both actual and potential conflicts of interest, whether financial, personal, or reputational.

What Is a Conflict of Interest?

A conflict of interest may arise when a trustee's personal interests, or duties to another organisation, could influence their decision-making. Examples include:

- Financial gain for a trustee, family member, or close associate
- Loyalty to another organisation or community group
- Personal relationships influencing decisions
- Using the Foundation's information or resources for personal benefit

Trustee Responsibilities

Trustees must:

1. Act in the Foundation's best interests
2. Declare actual or potential conflicts as soon as they arise
3. Avoid benefiting from their position unless properly authorised
4. Withdraw from decision-making where they have a conflict

Declaring Conflicts of Interest

Trustees must declare:

- Any personal (financial or non-financial) interest relevant to a discussion
- Any interest of a family member or close associate
- Any changes during the year that might create a new conflict

Declarations may be made at the start of trustee meetings or in writing to the Chairman.

Beaulieu Common Good Foundation
Conflict of Interest Policy
(Cont'd)

DRAFT

Managing Conflicts of Interest

When a conflict is declared, it is recorded in the minutes. The conflicted trustee shall withdraw from the meeting. The remaining trustees decide whether the conflict is manageable or seek external advice if necessary.

Recording of Conflicts of Interest

The Foundation will record any conflicts of interest in the Trustee Board minutes.

Failure to Declare

If a trustee fails to declare a conflict of interest, the trustees may take appropriate action, including reviewing the trustee's role on the board.

Review

This policy will be kept under periodic review by the trustees.