

Conflict of Interest Policy 2020

Policy statement

It is the policy of The Ellesmere Centre that employees and others acting on The Ellesmere Centre's behalf must be free from conflicts of interest that could adversely influence their judgement, objectivity or loyalty to the company in conducting The Ellesmere Centre business activities and assignments. The centre recognizes that employees may take part in legitimate financial, business, charitable and other activities outside their Ellesmere Centre jobs, but any potential conflict of interest raised by those activities must be disclosed promptly to management. Equally members of the Management Committee must promptly declare all possible conflicts of interest when they arise and withdraw from discussions and decisions where appropriate.

What it means

- Request management approval of outside activities, financial interests or relationships that may pose a real or potential conflict of interest. Remember that management approval is subject to ongoing review, so you need to periodically update your management on your involvement.
- Avoid personal relationships with other Ellesmere Centre employees where parties in the relationship may receive or give unfair advantage or preferential treatment because of the relationship.
- Avoid actions or relationships that might conflict or appear to conflict with your job responsibilities or the interests of The Ellesmere Centre.
- Even the appearance of a conflict of interest can damage an important company interest.
- Obtain necessary approvals before accepting any position as an officer or director of an outside business concern.
- Prior to serving on the board of directors of a bona fide charitable, educational or other non profit organization, you are encouraged to advise the management of The Ellesmere Centre.

- **What to avoid**

- Working with a business outside your Ellesmere Centre responsibilities that is in competition with any Ellesmere Centre business.
- Having a direct or indirect financial interest in or a financial relationship with an Ellesmere Centre competitor, supplier or customer
- Taking part in any Ellesmere Centre business decision involving a company that employs your spouse or a family member.
- Having a second job where your other employer is a direct or indirect competitor, distributor, supplier or customer of The Ellesmere Centre.
- Having a second job or consulting relationship that affects your ability to satisfactorily perform Ellesmere Centre assignments.
- Using non public Ellesmere Centre information for your personal gain or advantage.

Signed.....

Position Held.....

Date.....

Signed.....

Position Held.....

Date.....

**The Ellesmere Centre, Ley Road, Stetchworth, Newmarket, Suffolk, CB8 9TS
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The Ellesmere Centre is a non-profit-making Charitable Trust. Charity number 801728