



ASSOCIATION OF PROVINCIAL BURSARS

Conflict of Interest Policy

All employees of, volunteers or service provider to, the Association of Provincial Bursars (APB) will strive to avoid any conflict of interest between the interests of the Association on the one hand, and personal, professional, and business interests of the volunteer, employee or service provider on the other. This includes 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 Association's decision-making process, to enable our Full Members, Associate Members and Friends to have confidence in the Association's integrity, as well as to protect the integrity and reputations of volunteers, employees, or service providers.

Examples of conflicts of interest include:

- 1 A volunteer, employee or service provider who is related to or connected with a person who may be under consideration as a speaker at the annual conference and whose company or organisation would thereby be offered publicity at the conference may have a conflict of interest.
- 2 A volunteer who is a member of the APB Executive Committee in his or her own right but who is also the Conference of Religious in England and Wales appointee, may have a conflict of interest when a matter of common interest produces a difference of opinion between APB and COREW.

In the course of all APB meetings, the volunteers, employees or service providers will disclose any interests in a transaction or decision where there may be a conflict between the Association's best interests and those of the volunteer's, employee's, service provider.

After disclosure, the individual may be asked to leave the room for the discussion and not to take part in the decision making. This is dependent on the judgement of the other volunteers, employees, service providers or members of the Executive Committee present at the time.

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

Date Adopted: 21 August 2018

The Very Revd Br James Boner OFM Cap

Date of review: on or before 20 August 2019