



The Tyrone Guthrie Centre
Annaghmakerrig

Conflict of Interest Policy

Approved by the Board of Directors 26 March 2022

The Tyrone Guthrie Centre at Annaghmakerrig

Conflict of Interest Policy

1. All staff, volunteers, and Board members of The Tyrone Guthrie Centre will strive to avoid any conflict of interest between the interests of the Centre 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.
2. The purposes of this policy is to protect the integrity of the Centre's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and committee members.
3. Examples of conflicts of interest include:
 - A Board/committee member who is sometimes also a resident of the Centre who must decide whether residents' charges should be increased.
 - A Board/committee member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
 - A Board/committee member who is also on the committee of another organisation that is competing for the same funding.
 - A board/committee member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.
 - A board/member of staff receiving personal gifts/holidays from a resident or residents of the Centre over the value of 20 euro – which could be perceived as a conflict of interest.
4. Upon appointment each Board and committee member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest, as outlined in the appendices in the Directors' Handbook. This written disclosure will be kept on file and will be updated annually.
5. Before meetings, or during meetings if a matter arises, or during activities, Board and committee members will disclose any interests in a transaction or decision where there may be a conflict between the Centre's best interests and the member's best interests or a conflict between the best interests of two organisations that the member is involved with.
6. After disclosure, Board/committee members 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 committee members present at the time and keeping in mind the concept of 'conflict of interest' and 'perceived conflict of interest.'
7. Any such disclosure and the subsequent actions taken will be noted in the minutes.
8. New appointees to the in-house team are to be interviewed by the Resident Director, delegated by the Board of Directors, to avoid the perception of conflict of interest.

9. This policy is meant to supplement good judgment, and staff, volunteers and Board members should respect its spirit as well as its wording.

10. This policy will be reviewed annually.

Date adopted

26 March 2022.