

# Conflict of Interest Policy for SUNFLOWER SCOTLAND SCIO

## 1. PURPOSE

Sunflower Scotland SCIO (Sunflower) is a registered Scottish charity number SC052092, registered address 5 South Charlotte Street, Edinburgh EH2 4AN.

This policy protects the reputation of our organisation. It means people can trust board members of Sunflower Scotland SCIO to make fair decisions.

All trustees of Sunflower have a duty to act in the organisation's best interests and our beneficiaries when making decisions.

## 2. POLICY

As trustees we will avoid any conflicts of interest or loyalty (actual and perceived) between the interests of Sunflower and our own personal, professional, and financial interests.

Examples of a conflict of interest include:

- A trustee who is employed by another organisation, competing for the same funding/contracts.
- A trustee who is related to a member of staff where a decision is being made about staff pay and conditions.
- A trustee who has a financial interest in a business that may do work or provide services for our organisation.
- A trustee who is also a service user where a decision is being made about increasing of fees

Each trustee will record details of any conflict of interest when they are appointed. This Register of Interests will be updated annually.

## 3. BOARD PROCEDURE

Declaration of conflict of interest will be a standard agenda item at the board of trustees meetings.

Trustees will identify and disclose any conflict of interest at the start of a meeting. The trustee will then withdraw from the discussion, and not take part in the decision/vote.

The disclosure of a conflict of interest and the actions taken will be noted in the minutes.

## Document version control

Version number	Change or update	Date	Author or owner
1.0	First version		SCVO
2.0	Adaptation for Sunflower	13/09/2025	O Dmitriev