



Conflict of interest policy- July 2023

1. Purpose: The purpose of this Conflict of Interest Policy is to establish guidelines and procedures for identifying, managing, and disclosing conflicts of interest that may arise among the members, volunteers, staff, and governing bodies of CNDF.
2. Definition of Conflict of Interest: A conflict of interest occurs when an individual's personal, financial, or professional interests or obligations interfere, or appear to interfere, with their ability to act in the best interest of CNDF and fulfil their responsibilities objectively and impartially.
3. Duty of Loyalty: All members, volunteers, staff, and governing bodies of CNDF have a duty of loyalty to act in the best interests of the organisation and its mission. This duty includes avoiding conflicts of interest and acting in a manner that upholds the integrity and reputation of CNDF.
4. Identification and Disclosure of Conflicts of Interest: a. All individuals associated with CNDF have an obligation to promptly disclose any potential or actual conflicts of interest to the Board of Trustees or the designated Conflict of Interest Officer (The Chair). b. Individuals should disclose any relationships, financial interests, or affiliations that may reasonably be considered to create a conflict of interest with CNDF.
5. Review and Evaluation: a. The Board of Trustee or the designated Conflict of Interest Officer shall review all disclosed conflicts of interest promptly and determine their significance and potential impact on CNDF. b. The Board or designated officer may request additional information from the individual disclosing the conflict to make an informed evaluation.
6. Managing Conflicts of Interest: a. In cases where a conflict of interest exists, the individual involved shall recuse themselves from any decision-making process or activity in which the conflict may arise. b. The Board of Trusteee or designated officer shall take appropriate steps to ensure that the conflicted individual does not unduly influence or compromise the integrity of CNDF's operations or decision-making.
7. Documentation and Record-Keeping: a. CNDF shall maintain accurate records of all disclosed conflicts of interest, evaluations, and actions taken to manage or mitigate conflicts. b. These records shall be kept confidential and securely stored.
8. Annual Disclosure: a. All individuals associated with CNDF shall provide an annual written disclosure statement, affirming that they understand their obligations under this policy and disclosing any potential or actual conflicts of interest. b. The Board of Directors or designated officer shall review these disclosures and address any conflicts as necessary.
9. Violations of the Conflict of Interest Policy: a. Any individual found to have violated this policy may be subject to disciplinary action, including but not limited to

reprimand, suspension, termination, or legal action if deemed appropriate. b. CNDF reserves the right to take appropriate action to address conflicts of interest and protect the organisation's interests.

10. Policy Review: This Conflict of Interest Policy shall be reviewed periodically by the Board of Trustees to ensure its effectiveness and compliance with relevant laws and regulations.

By adhering to this Conflict of Interest Policy, CNDF aims to maintain transparency, integrity, and the public's trust in its operations and decision-making processes.