



## **Conflict of Interest Policy**

A conflict of interest exists for an officer of Evolutino Theatre Company (hereafter ETC) if the officer's interests or duty in a particular matter conflicts, or might conflict, with his or her duty to ETC. When a conflict of interest exists for an officer, that officer must declare the nature of the conflict or the potential conflict. The officer must not take part in deliberations or proceedings including decision-making in relation to the conflict of interest. The officer must not be counted in the quorum required for decision-making on the matter for which he or she has the conflict of interest.

Committee members of ETC will strive to avoid any conflict of interest between the interests of the ETC 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. The purpose of this policy is to ensure the governing group acts at all times in the best interest of ETC, that an officer does not directly or indirectly profit from his or her position, that any financial interest is disclosed, and to protect the integrity of the ETC's decision-making process.

### **The following procedures will be followed to ensure decisions are made in the best interest of ETC.**

1. A conflict of interest register will be regularly maintained and monitored where officers will register any perceived, current or potential interests. The conflict register will include information about:
  - the officer affected
  - the type of conflict of interest, and
2. When there is a conflict of interest, the affected officer will not take part in the discussion or decision making.
3. The minutes of meetings will record all disclosures and declarations of conflict of interest. This should include:
  - the type of conflict of interest
  - the officer affected
  - a summary of the discussion, and
  - how it was ensured that decisions were made in the charity's best interest, including anyone that withdrew from the discussion and decision making.