

## **MUSEUM LONDON**

### **BOARD POLICY**

#### ***CONFLICT OF INTEREST***

##### **Preamble**

Museum London is committed to ensuring that at no time may any member of the Board or a Committee debate or vote on a matter where a possible conflict of interest arises between themselves and the Museum.

##### **Definition**

*Conflict of interest:* Occurs when Board or Committee members participate in discussion or decision-making about a matter from which they, or someone with whom they have a close personal relationship, may directly or indirectly benefit, regardless of the size of the benefit. A conflict of interest also arises where a Board or Committee member has a past, current or contemplated future involvement in a volunteer, staff or professional capacity with an external organization and participates in discussion or decision-making about a matter that potentially affects that organization.

##### **Process**

Where there is a question as to the existence of a possible conflict of interest, the Board or Committee member should consult the Chair of the Board or Committee, as appropriate. The Chair may opt to put the matter to the entire Board or Committee for consideration, if he or she chooses or at the request of the Board or Committee member.

Any possible conflict of interest on the part of a Board or Committee member shall be disclosed to the Board or Committee by any Board or Committee member. When any such interest becomes a matter of Board or Committee action, the person shall withdraw from the meeting at the request of the Chair, shall not vote or use personal influence on the matter and shall not be counted in the quorum for decisions at the meeting at which action is being taken on the interest. The interested party may return to the meeting when discussion of the matter in question has concluded and the vote, if any, has been taken. The Minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.

**Date:** 28 November 2018

##### **MONITORING:**

###### **Adherence**

The Executive Director will report to the Board on any areas of non-adherence within a timely manner.

###### **Policy Review**

*Method:* Internal Report

*Responsibility:* Policy Committee

*Minimum Frequency:* Three Years