



Kent Community Energy Conflict of Interest Policy

All board members and other volunteers of Kent Community Energy (KCE) will strive to avoid any conflict of interest between the interests of KCE 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 protect the integrity of KCE's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of directors and other volunteers.

The policy applies to all board members and volunteers whose roles may involve decision-making or financial matters, it is meant to supplement good judgement, directors, volunteers and guests should respect its spirit as well as its wording.

Definitions

A conflict of interest arises when a person's personal, financial, or professional interests could interfere with, or appear to interfere with, the integrity, objectivity, or duties they owe to Kent Community Energy (KCE). This includes situations where an individual has competing loyalties between KCE and another organisation, personal benefit, or external obligations that may improperly influence their decisions or actions in their role within KCE.

Examples of conflicts of interest include:

1. A director who is a director, employee or shareholder of a KCE supplier or a subcontractor to a supplier
2. A director who is related to a member of staff of an organisation that competes with a KCE supplier, eg. where there is a confidentiality agreement in place.
3. A director who is a committee member or service user of an organisation that is applying to the Kent Community Fund.

Disclosure

Upon appointment each director will make a full, written disclosure of all their material interests, such as relationships and posts held, including but not limited to those that could potentially result in a conflict of interest. Volunteers will be asked to complete a disclosure when this is relevant for their role.

This written disclosure will be kept on file and will be reviewed and confirmed by each director and relevant volunteers no later than 31 January each year, with oversight from the Chair. The disclosure will be made available to members on request.

In the course of meetings or other relevant activities, directors, volunteers and any guests will disclose any interests in a transaction or decision where there may be a conflict between KCE's best interests and the director's, volunteer's or guest's best interests or a conflict between the best interests of KCE and another organisation that the director, volunteer or guest is involved with.

After disclosure, a director, volunteer or guest may be asked to leave the room may not be able to take part in the decision. The decision on whether a conflicted individual should be excluded from discussions or voting will be made by the Chair, or if unavailable, the majority of non-conflicted directors present

Any such disclosure and the subsequent actions taken will be noted in the minutes.