

## **LOTUS CARING HANDS (LCH)**

### **Trustee Conflicts of Interest Policy and Procedures**

Charity Registration Number: 1132258

Registered Address: 40 Pomeroy Close, Amersham, Buckinghamshire, HP7 9BW

#### **1. Purpose of the Policy**

This policy sets out how Lotus Caring Hands (LCH) identifies, declares, manages, and records conflicts of interest to ensure decisions are made in the best interests of the charity and in compliance with Charity Commission guidance.

#### **2. Scope**

This policy applies to all Trustees, officers, and individuals involved in decision-making on behalf of LCH.

#### **3. Definition of a Conflict of Interest**

A conflict of interest arises when an individual's personal, financial, or other interests could interfere, or be perceived to interfere, with their duty to act in the best interests of the charity.

Conflicts may be:

- Financial – direct or indirect financial benefit
- Personal – relationships or close connections
- Loyalty-based – competing duties to another organisation

#### **4. Declaration of Interests**

- All Trustees must complete an annual Declaration of Interests form.
- Interests must be updated whenever circumstances change.
- Declarations will be recorded in the Register of Interests.

#### **5. Managing Conflicts of Interest**

When a conflict arises:

- The individual must declare the conflict immediately.
- The conflict must be recorded in the meeting minutes.
- The individual must withdraw from discussions and decision-making on the matter.
- The remaining Trustees must decide how to proceed in the charity's best interest.

#### **6. Recording and Monitoring**

- All conflicts and actions taken must be documented.
- The Register of Interests will be reviewed annually by the Board.

#### 7. Failure to Declare

Failure to declare a conflict of interest may result in disciplinary action and could be reported to the Charity Commission if appropriate.

#### 8. Review of Policy

This policy will be reviewed annually or following any material change in governance or legislation.

Approved by the Board of Trustees

Date: 26/12/2025

Review Date: 26/12/2025