

Bear Pit Theatre Conflict of Interest Policy

1. Policy Statement

The Bear Pit Theatre is committed to maintaining high standards of integrity and transparency in all its activities. This policy aims to ensure that trustees, staff, and volunteers act in the best interests of the theatre and avoid situations where their personal or professional interests may conflict with those of the theatre.

2. Scope

This policy applies to all trustees, staff, and volunteers of the Bear Pit Theatre.

3. Definition of Conflict of Interest

A conflict of interest arises when a trustee, staff member, or volunteer has a personal or professional interest that could influence their decision-making or actions on behalf of the theatre.

4. Types of Conflict of Interest

Conflicts of interest may be actual, potential, or perceived, and can include:

- Financial interests, such as employment, consultancies, or investments
- Personal relationships, such as family or close friendships
- Professional relationships, such as membership of other organisations or boards

5. Disclosure of Conflicts of Interest

- Trustees, staff, and volunteers must disclose any actual, potential, or perceived conflicts of interest as soon as they arise.
- Disclosures should be made in writing to the Chair of Trustees (for trustees) or the Theatre Manager (for staff and volunteers).
- The theatre will maintain a register of interests, which will be reviewed annually by the Board of Trustees.

6. Managing Conflicts of Interest

- Where a conflict of interest is identified, the individual must not participate in any decision-making or actions related to the matter.
- In some cases, it may be necessary for the individual to withdraw from discussions or meetings entirely.
- The Board of Trustees will determine the appropriate course of action in each case, based on the nature and severity of the conflict.

7. Gifts and Hospitality

- Trustees, staff, and volunteers must not accept gifts or hospitality that could be seen to influence their decision-making or actions on behalf of the theatre.
- Any gifts or hospitality over a value of [insert amount] must be disclosed to the Chair of Trustees or Theatre Manager.

8. Confidentiality

- Trustees, staff, and volunteers must maintain confidentiality regarding any conflicts of interest and the theatre's response to them.

9. Breaches of Policy

- Any breaches of this policy will be taken seriously and may result in disciplinary action, up to and including termination of employment or volunteer role.
- In the case of trustees, breaches may result in removal from the Board.

10. Training and Support

- All trustees, staff, and volunteers will receive training on identifying and managing conflicts of interest as part of their induction.
- The Theatre Manager will be available to provide guidance and support as needed.

11. Monitoring and Review

- The effectiveness of this policy will be monitored by the Board of Trustees and reviewed annually or sooner if required due to changes in legislation or circumstances.

This policy was last reviewed on 22 May 2024

Signed:

Chair of Trustees