

## Archives Revealed Conflict of Interest Policy

All members of the Archives Revealed cataloguing grants assessment panel will strive to avoid any conflict between the interests of the Archives Revealed scheme 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 purposes of this policy is to protect the integrity of the Archives Revealed panel's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of panel members.

Examples of conflicts of interest include:

1. A panel member who is employed by an applying organisation.
2. A panel member who is related to a member of staff of an applying organisation.
3. A panel member who is also a trustee of another organisation that is applying for the same funding.

Upon appointment, each panel member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

During the course of meetings or activities, panel members will disclose any potential conflicts of interest that may arise, and will leave the room for the relevant discussion of that application. Panel members who have expressed a conflict of interest will not be able to take part in the fund allocation process for that round.

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

This policy is meant to supplement good judgment, and staff, volunteers and panel members should respect its spirit as well as its wording. Panel members found to be in breach of this policy will be asked to end their membership of the panel.

Date adopted: February 2018