

Hope 4 (Rugby) Ltd - Conflict of Interest Policy

1. We note as a matter of policy that directors / trustees must declare conflicts of interest before or as they arise.
2. We note as a matter of policy that Hope 4 directors / trustees are expected to follow the guidance on Directors' duties and responsibilities as advised on the GOV.UK website (*)
3. We note as a matter of policy that Hope 4 directors / trustees are expected to follow the guidance on Trustees' duties as published by the Charity Commission and, in particular, in its publication, *The essential trustee: what you need to know, what you need to do*.
4. Copies of each of these documents will be provided to existing and new Directors / Trustees of Hope 4 (Rugby) Ltd.

Agreed by the Board of Trustees in October 2016

Review date: Annually.

Reviewed: June 2017

(*) Directors' Responsibilities

As a director of a limited company, you must:

- try to make the company a success, using your skills, experience and judgment
- follow the company's rules, shown in its articles of association
- make decisions for the benefit of the company, not yourself
- tell other shareholders if you might personally benefit from a transaction the company makes
- keep company records and report changes to Companies House and HM Revenue and Customs (HMRC)
- make sure the company's accounts are a 'true and fair view' of the business' finances
- file your accounts with Companies House and your Company Tax Return with HMRC
- pay Corporation Tax
- register for Self Assessment and send a personal Self Assessment tax return every year - unless it's a non-profit organisation (eg a charity) and you didn't get any pay or benefits, like a company car

You can hire other people to manage some of these things day-to-day (eg an accountant) but you're still legally responsible for your company's records, accounts and performance.

You may be personally liable for your company's business liabilities and be fined, prosecuted or disqualified as a company director if you don't follow the rules. Contact your professional adviser or trade association to find out more.

Source: <https://www.gov.uk/running-a-limited-company/directors-responsibilities>