LINKE LEADERSHIP

Board Confidence Framework

Conflict of Interest Register

E3 — Update at the start of every board meeting

Directors must declare any interest — financial or personal — that could influence their judgement on a matter before the board. Update this register at the start of each board meeting and whenever a new interest arises. The register should be retained permanently.

Organisation: ____________________ **Year:** ____________

Director	Nature of interest	Organisation or person	Date declared	Action taken

Action options

Conflict of Interest Register

E3 — Update at the start of every board meeting

Declared — no further action	The interest was noted. The director participated fully.
Declared — left discussion	The director was present for discussion but left before the vote.
Declared — not present	The director was absent from discussion and voting.
Declared — matter deferred	The matter was not progressed while the conflict is in place.

A conflict of interest is not a failing. The failing is not declaring it. When in doubt, disclose.