

# ELY OUTDOOR SPORTS ASSOCIATION

## CONFLICT OF INTEREST POLICY

All staff, volunteers, committee members and Directors of the Ely Outdoor Sports Association (EOSA) will strive to avoid any conflict of interest between the interests of EOSA 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 purpose of this policy is to protect the integrity of EOSA's decision-making process, to enable our members and the wider community to have confidence in the integrity of EOSA, and to protect the integrity and reputation of volunteers, staff, committee members and Directors.

### **Types of Interest Which May Give Rise to Conflict**

1. A Director who is also on the Board of another organisation that is competing for the same funding.
2. A Director who has shares in a business that may be awarded a contract to do work or provide services for the organisation.
3. A Director who is related to a member of staff and there is a decision to be taken on staff pay and/or conditions.

Upon appointment, each Director and committee 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.

In the course of meetings or activities, Directors and committee members will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the Director's/committee member's best interests or a conflict between the best interests of the two organisations that the Director/committee member is involved with.

After disclosure, the Director or committee member may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other Directors and committee members present at the time.

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, committee members and Directors should respect its spirit as well as its wording.

**Policy adopted by the Directors at their meeting on 8<sup>th</sup> March 2018**

**Next review date: March 2019**