### Conflict of Interests Policy Guidance and Declaration

## Conflict of Interest, Guidance and Declaration

## Introduction

Board Members, members of all sub-committees of the Board and all employees of Welsh Athletics must declare any personal or business interests, which may conflict with their responsibilities as Board/ Committee Members, or the duties as employees.

## Requirements

A register of interests will be maintained by the Company Secretary and each Board / Committee Member and employee of Welsh Athletics will be required to complete a register of interests form on appointment and annually. The form is attached to this policy. The register should list direct or indirect pecuniary interests.

Board / Committee Members and employees are requiredto register non-pecuniary interests that relate closely to Welsh Athletics’ activities and the interests of close family members and persons living in the same household as them.

## Roles and Responsibilities

In addition to the annual review of the register, Board/Committee Members and employees are required to update the register as soon as significant changes occur.

## Board/Committee Members

Board/Committee Members are expected to be fully aware of their responsibility to raise conflicts of interests at all times, especially at times of decision making.

In the instance that a conflict of interest is raised, the Board/Committee Member should not participate in the discussion or determination of matters in which they have a direct pecuniary interest. They should withdraw from the meeting to eliminate any bias or potential influence over other Members of the Board/Committee.

When an interest is not of a direct pecuniary kind (relating to or consisting of money), Board/ Committee Members should consider whether participation in the discussion, or determination of a matter would suggest a level of bias. In considering whether a real danger of bias exists in relation to a particular decision, Board/Committee Members should assess whether they, a close family member, a person living in the same household as the Board/Committee Member, or a firm, business or organisation with which the Board/Committee Member is connected, are likely to be affected by the decision in question.

In circumstances where the Board/Committee Member is uncertain, the view of the appropriate Chairman should be sought. Board/Committee Members should also ensure that the acceptance of outside appointments during or after tenure as a Board/Committee Member does not represent a conflict of interest.

## Employees

Employees of Welsh Athletics mustformally raise any potential conflicts of interest either pecuniary or non-pecuniary (relating to or consisting of money) with their manager. Employees should also consider what potential conflicts of interest a close family member, a person living in the same household as the employee, aclub, or a firm, business or organisation with which the employee is connected, is likely to represent in terms of bias.

An employee who also fulfils a role of a volunteer within a committee must also consider what potential conflict of interest could occur as a result of their volunteer role. When an interest is not of a direct pecuniary kind, the employee should consider whether participation in a discussion or determination of a matter would suggest a level of bias. Should such a situation arise, the employee should refrain from comment and seek the advice of their manager.

## Conflict of Interest Register

**The following form should be completed and returned to the Company Secretary:**

**I declare that I do** have significant connections with the following organisations such that it may be deemed that the interest involved might influence the responsibilities and duties that I hold with regard to Welsh Athletics:

|  |  |
| --- | --- |
| **Organisation** | **Nature of interest** |
| none |  |
|  |  |
|  |  |

**I declare that my spouse, close family member, person living at the same residence** has significant connections with the following organisations such that it may be deemed that the interest involved might influence the responsibilities and duties that I hold with regard to Welsh Athletics:

|  |  |
| --- | --- |
| **Organisation** | **Nature of interest** |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
|  |  | If appropriate, please tick to ***declare no significant interests*** which may influence the responsibilities and duties you hold with regard to Welsh Athletics: |

**Name: Position:**

**Signature: Date:**

**Please return completed declarations to:** [**hr@welshathletics.org**](mailto:hr@welshathletics.org)

*Or via post: Welsh Athletics Ltd, Cardiff International Sports Campus, Leckwith Road, Cardiff,* CF11 8AZ