

Conflict of Interests Policy Guidance and Declaration

Conflict of Interest, Guidance and Declaration

1. 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.

2. 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 required to 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.

3. 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.

4. 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

Conflict of Interests Policy

Welsh Athletics Limited

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.

5. Employees

Employees of Welsh Athletics must formally 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, a club, 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.

6. 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:

Version:	WAGO16.1	Welsh Athletics Conflicts of Interest, Guidance & Declaration	
Last reviewed:	April 2021	Policy owner:	Head of Corporate Services
Approved by:	SMT	Audience:	Staff

Conflict of Interests Policy

Welsh Athletics Limited

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

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

Version:	WAGO16.1	Welsh Athletics Conflicts of Interest, Guidance & Declaration	
Last reviewed:	April 2021	Policy owner:	Head of Corporate Services
Approved by:	SMT	Audience:	Staff