

**Conflict of Interest Policy**

**for Committee Members of East Kilbride Athletic Club**

June 2021

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\*Delete or amend as appropriate

# SECTION 1: INTRODUCTION

* 1. **East Kilbride Athletic Club** committee members have an implied obligation to maintain the highest standards of integrity by carrying out their work in a way that will not compromise the reputation of the organisation.
  2. **East Kilbride Athletic Club** inevitably has dealings with a wide variety of organisations and individuals, and this policy indicates the circumstances in which a business or personal interest must be declared. The membership confidence in **East Kilbride Athletic Club** and its committee depends on it being clearly understood that decisions are taken in the membership interest and not for any other reason.
  3. There are a variety of circumstances that could lead to a conflict of interest and committee members must be fully aware of the impact which some external activities may have on the work of **East Kilbride Athletic Club**.
  4. In considering whether to make a declaration in any proceedings, you must consider not only whether you will be influenced but whether anybody else would think that you might be influenced by the interest. You must, however, always comply with the objective test which is whether the membership, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a member of the clubs \*committee/board.
  5. This policy provides an outline of the interests to be declared and the process for declaring them, and should be read in conjunction with the Clubs Code of Conduct.

# SECTION 2: SCOPE OF POLICY

* 1. The purpose of this policy is to protect the integrity of **East Kilbride Athletic Club** decision making process, to enable stakeholders to have confidence in **East Kilbride Athletic Club** integrity, and to protect the integrity and reputation of its committee.
  2. **East Kilbride Athletic Club** will consider all declarations of interest from committee members in accordance with this policy.
  3. **East Kilbride Athletic Club** policy is to:
     1. treat all committee members fairly;
     2. provide a declaration process for committee members;
     3. clearly define the boundaries within which business interests should operate; and
     4. maintain records of \*committee/board member business interests via the Declaration of Interest form (attached as Appendix 1).
  4. This policy applies to all **East Kilbride Athletic Club Members** committee.
  5. Any committee member who knowingly withholds information regarding a potential conflict of interests may be subject to disciplinary action.
  6. This policy is meant to supplement good judgment, and committee members should respect its spirit as well as its wording.
  7. Examples of conflicts of interest include:
     1. A committee member who is also a member may be faced with a decision in a committee meeting regarding whether fees for members should be increased.
     2. A committee member who is related\* to a member of staff and there is decision to be taken on staff pay and/or conditions at a committee meeting.
     3. A committee member who is also on the committee of another organisation that is competing for the same funding.
     4. A committee member who has shares in a business that may be awarded a contract to do work or provide services for the club or is a director, partner or employee or related to someone who is\*.

\* A relative may be a child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the committee member or any person living with the committee member as their partner’.

# SECTION 3: RESPONSIBILITIES

3.1 Upon appointment each committee member will make a full, written disclosure of interests using the Declaration of Interest form, 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 annually or as appropriate.

3.2 A committee member should only hold one role within the committee.

# SECTION 4: COMPLIANCE

* 1. Committee members who do not support this policy and procedure may be subject to disciplinary action.
  2. Compliance with this policy will be monitored by the Club Chair and/or Secretary

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