



Conflicts of Interest Policy

Introduction

This document explains English Carpet Bowls Association Conflict of Interest Policy and the steps that must be taken when an interest is declared or discovered. Each Executive Committee Member and employee must adhere to this policy. Any person who does not follow this policy shall be subject to disciplinary action the English Carpet Bowls Association aims to embrace a philosophy of disclosure and foster an attitude of openness and integrity

This document explains the Conflict of Interest Policy and attempts to deal with the issue in ways that are fair to Executive Committee Members and enable the organisation to function while protecting integrity and providing unbiased advice.

Definition

The following provides a definition of words used throughout the document:

Conflict refers only to personal, established interest of the individuals covered by this policy and their immediate families, and not to philosophical or professional differences of opinion.

A Conflict of Interest would include, but not be limited to, direct or indirect interests of an Executive Committee Member or employee in:

- A company, service or product that could be affected by a decision of the Committee or other body;
- A company or product that is in competition with a company, service or product that could be affected by a decision of a Committee or other
- Acceptance of any gift, entertainment, services, loans or promises of future benefits from any person or organisation that might benefit because of the individuals connection with English Carpet Bowls Association; and
- Compensation in the form of fees or salaries if such payment results directly or indirectly from the Executive Committee Member or work with English Carpet Bowls Association.

Connected Person relates to significant others that may have an influence.

It may include the following:

- Spouse or partner;
- Children and their spouse/partner;
- Grandchildren and their spouse/partner;
- Brothers and their spouse/partner; and
- Sisters and their spouse/partner.

English Carpet Bowls Association Policy

It is the policy of English Carpet Bowls Association that no Executive Committee Member will take personal advantage of his or her role by allowing a situation to exist that may be construed as a conflict of interest. This includes while serving as a Committee Chair, Officer, Executive Committee Member or in another type of leadership capacity.

In addition, English Carpet Bowls Association intends to ensure with reasonable prudence that no Executive Committee Member creates the appearance of realising financial gain of any nature or amount from its actions.

It is also the intent to carry on activities in accordance with the highest ethical standards. Adoption of this Policy is, therefore, a reaffirmation of intent that those holding appointed leadership positions practice the highest ethical standards and give commitment to the organisation and its goals. Any activities which do not serve English Carpet Bowls Association best interest or which favour the personal advantage of another person or corporation are inconsistent with the duties and responsibilities owed to it.

English Carpet Bowls Association is committed to maintaining an honest, open and well-intentioned atmosphere within the organisation. It is therefore also committed to the elimination of any fraud and to the rigorous investigation of Executive Committee Members and employees should therefore not engage in any conduct or activity that might reasonably be interpreted by the general public as tending to adversely affect the performance of their duties.

What is relevant interest?

An interest should be declared if an individual considers it relevant to their duties and that there is therefore a risk of it being reasonably perceived as biasing their decisions while conducting their duties. The test is whether 'an external observer, knowing the facts of the situation, would reasonably think that the person might be influenced by the interest'.

It is not possible to provide a comprehensive definition of circumstances, which necessarily give rise to a conflict of interest, but the following are examples of situations giving rise to perceived conflict of interest. The list is not exhaustive, and in any situation where an

individual is uncertain as to the propriety of a given arrangement, advice may be sought from the Chair.

- A financial interest held by an individual (or by his or her immediate relative/s or household member/s) in an organisation; examples of such interests are paid consultancies, paid service on a board of directors or advisory board, equity holdings in or royalty income from an enterprise from which English Carpet Bowls Association buys a service. The existence of such an interest does not necessarily imply conflict, but is likely to give an appearance of conflict, and should be declared;
- Any relationship with a named organisation with which the English Carpet Bowls Association might do business. Individuals are not expected to quantify the extent of a financial interest, merely the fact that one exists. The presumption is always in favour of declaring an interest. If a person is in doubt whether to register an interest, they should declare it or consult with the Chairman.

Registering an Interest

The aim of creating a register is to identify those activities and interests, which individuals consider as carrying a risk of bias in the conduct of their duties. The following process is therefore carried out in order to manage conflicts of interest:

Officers and Executive Committee Members of the English Carpet Bowls Association are required to complete a Declaration of Interest form and submit the original to the Hon. Secretary.

Forms must be completed on an annual basis. In addition, as circumstances change, individuals must update their statements within 28 days of becoming aware of the change.

Register of Interests

The Secretary must record all Declaration of Interest forms once completed on the register of interests. The information on the register should include the following for each person registering:

- Nature of the declaration and any possible conflict of interest; and
- Date and signature of the registrant.

The register should be updated annually via the declaration of interest forms. The Secretary should maintain a database of interests and provide a referral service in relation to Executive Committee Members.

Limitation on involvement at meetings

The Chairperson of the meeting will be identified as a facilitator for conflict issues. It shall be his or her responsibility for conducting the process detailed below. The Secretary will be identified as the alternate facilitator to act when the facilitator is unavailable or in a position of conflict his or her self.

At the beginning of every meeting, the facilitator will ask whether any individuals present perceive a possible conflict of interest on any of the agenda items for themselves or for any other individuals.

The facilitator will use his or her judgement and decide if the declaration actually constitutes an interest in the planned business of the meeting. If viewed by the facilitator that a conflict exists, the individual will be precluded from participation in any discussion of the issue (whether oral or written) and in decision-making. The individual will be excluded from the portion of the meeting for which there is conflict by being asked to leave the meeting when the item may then be discussed.

The facilitator should ensure all details of conflict raised are recorded in the minutes of the meeting.

Undeclared Conflicts of Interest

Any failure to declare a relevant interest will be investigated by the Chairperson and Secretary.

Confidentiality

Executive Committee Members are always free to declare a conflict, withdraw from a discussion of an issue, or decline from being involved in decision-making when they feel a conflict exists or could be perceived to exist.

Personal information disclosed in the context of the management of conflicts of interest, will be kept confidential.

Declaration of Interest

I understand that if I, my family members and close relatives and personal friends have any direct or indirect interest in any company which has business dealings with the ECBA, I shall make a declaration to the Secretary.

I would like to declare the following existing or potential conflict of interest situation arising from the discharge of my duties concerning the operation as members of the ECBA

(a) Persons/companies with whom/which I have official dealings and/or private interests :

(b) Brief description of my duties which involved the persons/companies mentioned in item (a) above

Name:

Signature:

Date:

(*Delete as appropriate)