



## Conflict of Interest Policy

Approved: November 2017

Review: November 2020

## **Wales Weightlifting Federation Conflict of Interest Policy**

**This policy applies to all staff and volunteers.**

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### **Why have a policy?**

Board Members have an obligation to act in the best interests of Weightlifting Wales (WW) and in accordance with WW governing document. Staff and volunteers have similar obligations. Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the governing body.

Such conflicts may create problems; they can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of Weightlifting Wales; and
- Risk the impression that Weightlifting Wales has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

### **The declaration of interests**

Accordingly, we are asking staff & volunteers to declare their interests, and any gifts or hospitality received in connection with their role in Weightlifting Wales. A declaration of interests form is provided for this purpose, listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least annually, and also when any changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Sport Manager for confidential guidance. Interests will be recorded on the

governing body's register of interests, which will be maintained by the Business Support Officer.

## **Data Protection**

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The information provided will be processed in accordance with data protection principles as set out in the **Data Protection Act 1998** General Data Protection Regulations 2018. Data will be processed only to ensure that Weightlifting Wales use and store certain data types for the purpose of the legitimate interests of staff, or to comply with legal requirements of the organisation. **that all staff act in the best interests of Weightlifting Wales. The information provided will not be used for any other purpose.**

## **What to do if you face a conflict of interest**

If you are a user of WW services, or the carer of someone who uses WW services, you should not be involved in decisions that directly affect the service that you, or the person you care for, receive(s). You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if you face a conflict for any other reason. You may, however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal.

If you fail to declare an interest that is known to WW and/or the chairman of the board, the chairman of the board will declare that interest.

## **Decisions taken where a member of staff or volunteer has an interest**

In the event of the board having to decide upon a question in which a member of staff has an interest, all decisions will be made by vote, a simple majority is required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate.

Interested staff members may not vote on matters affecting their own interests. They must absent themselves from the discussion / may participate in the discussion but not the decision-making process. This may depend on the circumstance.

All decisions under a conflict of interest will be recorded by the Sport Manager or the Business Support Officer and reported in the minutes of the meeting. The report will record:

- The nature and extent of the conflict;
- An outline of the discussion;
- The actions taken to manage the conflict.

### **Managing contracts**

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.