

Kingswood Sports CIO Conflicts of Interest Policy

Policy Number: KS-CI-01

Effective Date: September 2024

Review Date: September 2025

Approved by: Board of Trustees

Version: 1.0

1. Purpose

This policy protects Kingswood Sports CIO's integrity and reputation by ensuring that decisions are made in the charity's best interests and not influenced by personal interests. It outlines procedures for identifying, managing, and resolving conflicts of interest.

2. Scope

This policy applies to all trustees, employees, volunteers, and others acting on behalf of Kingswood Sports CIO.

3. Definitions

Conflict of Interest: A situation in which a person's private interests (financial, personal, or other) might influence or appear to influence the impartial and objective performance of their duties to the Charity.

Personal Interest: Any interest that benefits the individual directly or indirectly, or any interest that benefits their family, friends, or organisations they are associated with.

4. Policy Statement

- All individuals associated with Kingswood Sports CIO must act in the charity's best interests.
- Conflicts of interest must be identified, disclosed, and managed transparently and effectively.
- Decisions influenced by conflicts of interest undermine the Charity's integrity and effectiveness.

5. Responsibilities

Trustees and Senior Management:

- Ensure the implementation and regular review of this policy.
- Foster a culture of transparency and accountability.

Employees and Volunteers:

- Disclose any potential or actual conflicts of interest.
- Cooperate in the management and resolution of conflicts.

6. Identifying Conflicts of Interest

Conflicts of interest may arise in various situations, including but not limited to:

- Financial interests in a transaction or arrangement involving the Charity.
- Personal relationships with individuals or entities involved in the Charity's activities.
- Interests in competing organisations.
- Receipt of gifts, hospitality, or other benefits from individuals or organisations involved with the Charity.

7. Disclosure of Conflicts of Interest

- All trustees, employees, and volunteers must complete a declaration of interest form upon appointment and annually after that.
- Any potential or actual conflicts of interest must be disclosed as soon as they arise.
- Disclosures should be made in writing to the designated compliance officer or a senior manager.

8. Managing Conflicts of Interest

1. Recording:

- All disclosed conflicts of interest will be recorded in a register.
- The register will be maintained by the designated compliance officer and reviewed regularly.

2. Assessing:

- The Board of Trustees will assess the disclosed conflict to determine its significance and potential impact on the Charity.
- In cases where a conflict is deemed significant, the individual involved may be required to withdraw from decision-making processes related to the conflict.

3. Resolving:

- The Board of Trustees will decide on the appropriate action to resolve the conflict, which may include:
 - Removing the individual from the decision-making process.
 - Reassigning duties to avoid the conflict.
 - Seeking independent third-party advice.

4. Monitoring:

- The Board of Trustees will regularly monitor and review the management of conflicts of interest.
- The effectiveness of this policy will be reviewed annually.

9. Consequences of Non-Compliance

- Failure to disclose or manage conflicts of interest may result in disciplinary action, including removal from the board, termination of employment, or other appropriate actions.

10. Monitoring and Review

- The Board of Trustees will review this policy annually to ensure its effectiveness.
- Feedback from trustees, employees, and volunteers will be considered in the review process.
- The Board of Trustees will oversee the implementation and adherence to this policy.

11. Contact Information

For any queries or to disclose a conflict of interest, please contact:

Trustee Responsible for Complaints:

Mike Corlyon

mike.corlyon@kingswoodsports.co.uk

Chair of the Board of Trustees:

Sarah Weichardt

(sarah.weichardt@kingswoodsports.co.uk)

Approved by:

Sarah Weichardt

Chair of the Board of Trustees

Kingswood Sports CIO

This policy is intended to ensure that all potential conflicts of interest are identified, disclosed, and managed in a way that upholds the integrity and reputation of Kingswood Sports CIO, ensuring decisions are made in the best interests of the Charity.