Conflicts of Interest Policy

BowlsWales · BowlsCymru

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Approved by	BowlsWales Board
Owner	General Manager

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Introduction

It is recognised and accepted that potential conflicts may occasionally arise. There is no definitive right or wrong approach to handling them — in most cases the issue is about the application of common sense.

Policy Statement

Members of BowlsWales Board and other representatives have an obligation to act in the best interests of BowlsWales and in accordance with BowlsWales's aims and objectives. Accordingly, directors, committee members, employees and others acting on behalf of BowlsWales must be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty to the company.

Why Have This Policy?

BowlsWales is committed to the highest standards of corporate governance and conducts its business in an open and transparent manner. Conflicts of interest may arise where an individual's personal, family or business interests conflict with BowlsWales's objectives. Such conflicts can:

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

BowlsWales accepts that people may take part in legitimate activities outside their BowlsWales roles, but any potential conflict must be disclosed promptly. All employees must obtain written permission from BowlsWales before taking on a paid or volunteer role in any other sports organisation.

Scope and Definitions

Conflict of Interest — a situation in which a person has an Interest that may compromise their obligations to BowlsWales or any other person or body with which BowlsWales has a relationship. Includes perceived and potential conflicts as well as actual conflicts.

Interest — a financial or non-financial interest involving the person or a Connected Person. Financial interests include salary, commission, fees, contractual interest, discounts, property and royalties. Non-financial interests include access to privileged information, property rights and career enhancement.

Connected Person — anyone with whom the individual has a relationship likely to appear to a reasonable person to influence their objectivity — including close family, partner and close personal friends.

In the case of a director, disclosure of interests is a requirement under Company Law and is clearly identified within the Company Articles of Association, which take precedence over this policy.

Declaration of Interests

All Board Members, employees and other officials must declare their interests and any gifts or hospitality received in connection with their BowlsWales role. A declaration of interests form is provided for this purpose.

The General Manager is responsible for ensuring individuals receive the form, that completed forms are received, reviewed and retained, and that interests are recorded in the register. The declaration must be revised or updated at least annually and immediately when any change occurs.

The register of interests will be maintained by the General Manager and will normally be accessible by Directors and authorised employees only.

Managing Conflicts of Interest

At every meeting, the Chair is required to ask those attending to declare any interest linked to any item on the agenda. All notifications must be recorded in the minutes along with the actions taken by the Chair to manage the conflict.

Examples of how conflicts may be managed:

- Not taking part in discussions of certain matters — either staying in the room or vacating it.
- Not taking part in decisions relating to certain matters.
- If the conflict relates to the Chair, they must vacate the chair and the room until the item is concluded.
- Stepping aside from any involvement in a particular task.
- Declaring an interest to a particular sponsor or third party.

If an interest known to the Chair or another Board member has not been declared, the Chair will declare it on that person's behalf.

Conflicts That Cannot Be Managed

Where the Chair determines that a conflict cannot be managed, they will request a meeting with the individual to discuss and agree the way forward. The register will be noted accordingly.

Managing Contracts

Where a conflict of interest exists, the interested party must not be involved in managing or monitoring any contract in which they have an interest.

Data Protection

Information provided in declarations will be processed in accordance with the Data Protection Act 2018 and used only to ensure individuals act in the best interests of BowlsWales. Declarations made by directors will be retained for at least 10 years.

Revision of Policy

BowlsWales reserves the right to amend and/or withdraw this policy from time to time, including to take account of changes in the law, best practice and operational requirements.

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