

BRITISH CANOEING AWARDING BODY CONFLICT OF INTEREST POLICY

INTRODUCTION

Officers of British Canoeing Awarding Body and British Canoeing Awarding Body Delivery Centres have a legal obligation to act in the best interests of British Canoeing Awarding Body and in accordance with the organisation's governing document.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of British Canoeing Awarding Body. Such conflicts may create problems such as:

- Inhibit free discussion
- Result in decisions or actions that are not in the interests of British Canoeing Awarding Body and British Canoeing Awarding Body Delivery Centres
- Risk the impression that British Canoeing Awarding Body or its Delivery Centres have acted improperly.

AIM OF POLICY

To ensure that the British Canoeing Awarding Body, its Delivery Centers and the individuals involved are protected from any appearance of impropriety.

DECLARATION OF INTERESTS

Accordingly, it is expected that the Officers of British Canoeing Awarding Body and its Delivery Centres will declare their interests, and any gifts or hospitality received in connection with their role(s) within British Canoeing Awarding Body and or its Delivery Centres. A declaration of interests form is provided for this purpose, listing the types of interest you should declare. This should be updated regularly or when 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 Chairman of British Canoeing Awarding Body or your Delivery Centre Lead Officer for confidential guidance.

Interests will be recorded on the register of interests, which will be maintained by the Personal Assistant to the Directorate.

DATA PROTECTION

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that Directors act in the best interests of Apex. The information provided will not be used for any other purpose.

DECISIONS TAKEN WHERE AN OFFICER HAS AN INTEREST

In the event of the board having to decide upon a question in which an Officer has an interest, all decisions will be made by vote. A quorum must be present for the discussion and decision and interested parties will not be counted when deciding whether the meeting is quorate. Interested members may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded by the Personal Assistant to the Directorate 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.