Conflict of Interest Policy

Policy Statement

All directors, staff, volunteers and committee members of Hertfordshire Golf Limited will strive to avoid any conflict of interest between the interests of the organisation and personal, professional, and business interests of an individual. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the organisation's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of directors, staff, committee members and volunteers.

Examples of conflicts of interest could include:

- Matters relating to a golf club of which that person is a member
- A person who is also a user of a service who must decide whether fees from users should be increased.
- A person who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- A person who is also on the committee of another organisation that is competing for the same funding.
- A person who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

This list is not exhaustive.

Disclosure

Upon appointment each director, committee members and the County Secretary will make a full, written disclosure of interests, such as relationships and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file in a register maintained by the County Secretary and will be updated as appropriate.

In the course of meetings or activities, directors, committee members and the County Secretary will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the relevant person's best interests or a conflict between the best interests of two organisations that the director is involved with.

After disclosure, the persons affected will be asked to leave the room for the discussion and will not be able to take part in any decisions.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and staff, volunteers and committee members should respect its spirit as well as its wording.

The overall responsibility for this policy lies with the Board.

Responsible Person: Chair
1st Adopted: 25 January 2022
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Next Review: March 2028