



Billericay Lawn Tennis Club Limited

Blunts Wall Road
Billericay CM12 9SA
www.billericayltc.co.uk

Conflict of Interest Policy

This policy applies to directors, committee members, volunteers and all contracted workers of Billericay Lawn Tennis Club Ltd. Although volunteers, sub-committee members and contracted workers are not required to disclose relevant interests they must have regard to this policy and raise any matters of concern to the Management Committee which might prejudice or be perceived to prejudice fairness or impartiality.

All directors and management committee members of Billericay Lawn Tennis Club (BLTC) will strive to avoid any conflict of interest between the interests of BLTC on the one hand, and personal, professional, and business interests on the other. 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 BLTC's decision-making process, to enable our members to have confidence in our integrity, and to protect the integrity and reputation of directors and committee members.

Upon appointment, each director and committee member will make a full, written disclosure of all relevant personal, financial or other interests that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between BLTC's best interests and the committee member's best interests or a conflict between the best interests of two organisations that the committee member is involved with.

After disclosure, the committee member may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

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

For all other potential conflicts of interest the advice of the Lawn Tennis Association will be sought and the advice recorded in the minutes. All steps taken to follow the advice will be recorded.