

St Neots Lawn Tennis Club Conflict of Interest Policy

All staff, volunteers, and Trustees of St Neots Lawn Tennis Club will strive to avoid any conflict of interest between the interests of the Organisation 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 Organisation's decisionmaking process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and Trustees.

Examples of conflicts of interest include:

1. A Committee Member or Trustee who is also a user who must decide whether fees from users should be increased.
2. A Committee Member or Trustee who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
3. A Committee Member or Trustee who is also on the Board of another organisation that is competing for the same funding.
4. A Committee Member or Trustee who has shares in a business that may be awarded a contract to do work or provide services for the Club.

Upon appointment each Committee Member or Trustee 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 and will be updated as appropriate.

In the course of meetings or activities, Committee Member or Trustees will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the Trustees' best interests or a conflict between the best interests of two organisations that the Committee Member or Trustee/s is/are involved with.

After disclosure, Committee Members or Trustees 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 and Trustees present at the time. Any such disclosure and the subsequent actions taken will be noted in the minutes. This policy is meant to supplement good judgement, and staff, volunteers and Trustees should respect its spirit as well as its wording.