

Conflicts of Interest

1. Scope

This policy and procedure addresses recognition and management of conflicts of interest to protect the interests of both the Scottish Orienteering Association (SOA) and individuals. It applies to holders of the following roles and people seeking to hold one of them:

- Members of the SOA Board of Directors
- Employed SOA team members and employees working on behalf of the SOA
- People appointed by the SOA into voluntary roles.

Interests that must be declared include dealings with the SOA by themselves and/or by parties with whom they are connected or associated, including families.

2. Policy

Recognition and management of potential conflicts of interest for qualifying people needs to be in place prior to their involvement in related decisions so that a knowledge based judgement can be made on each issue.

3. Procedures

- 3.1. The Chief Operating Officer (COO) shall provide the SOA conflict of interest form for completion to any prospective qualifying person (as set out above) and shall review the completed forms.
- 3.2. The prospective candidate shall complete the form, declaring all relevant financial, commercial or other related interests, and return it to the COO. Should their circumstances change in relation to possible conflicts of interest the qualifying person shall inform the COO promptly of the change.
- 3.3. The COO shall, if uncertain about the potential conflict, seek clarification by conferring with 2 Board members (one of whom should be the SOA President).

- 3.4. The COO shall pass information from people newly appointed into roles to the Board Secretary.
- 3.5. The Board Secretary shall maintain and update the Register of Members' Interests as a record of all current declared interests and include the outcome of the assessment and any actions required in response to a conflict of interest. The Board Secretary shall check the status of potential conflicts of interest for Board members with the members annually, normally at the first Board meeting after the AGM.
- 3.6. Individuals who have real or potential conflicts of interest when attending a meeting which will or is likely to cover matters related to this conflict, shall make the Chair of the meeting aware of the issue and abide by the response made by the Chair.
- 3.7. Where a conflict, real or potential, arises in any other circumstance (including employment, contractors and other roles) the line/task/contract manager shall decide on the appropriate course of action in consultation with the COO.

4. Guidance

- 4.1. Where a conflict, real or potential, is recognised then typical responses are:
 - a) simply note that the potential or real conflict exists, or
 - b) permit the person to stay in potentially affected meetings but require them to avoid participating in discussions or decisions associated with the area(s) where the conflict exists, or
 - c) require that the person in question leaves the meeting while the particular matter is being considered.
 - d) require that the person updates their conflict of interest form.
- 4.2. Failure of any person to declare any interest as soon as it becomes relevant shall automatically disqualify such person from holding office or taking up SOA employment or fulfilling a contract for the SOA. Such disqualification will last for a minimum of 2 years and will extend to a minimum of 4 years

if anything untoward has occurred as a result of the conflict of interest. Any subsequent reappointment to a position within the SOA will need approval in advance by the SOA Board.

5. References

5.1. None

Custodian: Board Secretary

Revision No.	Date	Pages changed and brief outline
Issue 2	22/07/2020	Transfer of existing policy to new format.

Appendix: Declaration and Register of Interests

	Name:	Date:
	Position:	
1	Directorships, including non-executive directorships held in private companies or public limited companies:	
2	Ownership or part-ownership of private companies, businesses or consultancies or membership of a local authority or public body possibly seeking business with the SOA or exerting influence over the SOA's activities:	
3	Positions of trust in a charity or voluntary organisation in the fields of provision of services for orienteering, sport, recreation, education and leisure development.	

4	Any connection with a voluntary, public body or other organisation likely to contract for the SOA's services or likely to exert influence over the SOA's activities:
5	Membership of Orienteering Clubs, SOA Committees and other sport organisations:
6	Any other relevant information: