



HENLEY ROWING CLUB

Conflict of Interest Policy

The Charity Constitution of Henley Rowing Club includes a statement on conflict of interest as follows:

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

In accordance with the above, all trustees, elected committee members, co-opted committee members and volunteers will strive to avoid any conflict of interest between the interests of the Club 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 purposes of this policy are to protect the integrity of the Club's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of trustees, elected committee members, co-opted committee members and volunteers.

Examples of conflicts of interest include:

- 1 The committee discuss a complaint/disagreement on selection relating to a coach / athlete who is related to the committee member.
- 2 A committee member who is related to an athlete and there is a decision to be taken on contribution to rowing/training costs.
- 3 A committee member who is a director of or who has shares in a business that may be awarded a contract to do work or provide services for the Club.

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 the Club'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.



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The committee will determine, after the disclosure, whether the conflict requires the committee to take no part in the decision, including a request to the member to leave the room if necessary.

Any such disclosure and the subsequent actions taken will be noted by the Secretary in the minutes of meeting.

This policy is meant to supplement good judgment, and trustees, elected committee members, co-opted committee members and volunteers should respect its spirit as well as its wording.

Date: adopted by committee as final 27 August 2020