



RUSTLINGS LAWN TENNIS CLUB

CONFLICT OF INTEREST POLICY

All Committee Members and Trustees of Rustlings Lawn Tennis Club [hereinafter referred to as the Organisation] 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 decision-making process to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of Committee Members and Trustees. Each elected member of the Committee or Trustee shall be obligated to declare any conflicts or potential conflicts of interest before exercising actions or votes in relation to club affairs or interests.

Examples of conflicts of interest include:

1. A Committee Member or Trustee, who is also a member of the Organisation, who must decide whether membership fees should be increased.
2. A Committee Member or Trustee, who is related to a casual worker at the Organisation, where a decision is to be taken on the casual worker's 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 Members 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 of two organisations where the Committee Member or Trustee/s is/are involved.

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 Committee Members, Trustees and volunteers should respect its spirit as well as its wording.

August 2020