

Policy Statement



Policy Title: Conflict of Interest Policy

Number: 11.17V2

Functional Area: Volunteers

Brief Description:	To identify conflicts of interest and provide guidance on how they should be handled.
Effective:	November 2017
Approved by:	Policy Department and HR Department
Responsible Department:	Volunteer Department
Policy Contact:	emma.thompson@bhs.org.uk
Supersedes:	Conflict of Interest Policy 2015
Last Reviewed/Updated:	November 2017
Applies to:	All BHS Volunteers (Including Trustees and those on Advisory Boards)

Reason for Policy: To ensure any conflicts of interest are identified and understood and where necessary the person is removed from an inappropriate role.

I. INTRODUCTION

All employees, volunteers, and Trustees of The British Horse Society will strive to avoid any conflict of interest between the interests of the Society 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 Society's decision-making process. This will enable stakeholders to have confidence in the Society's integrity, and to protect the integrity and reputation of volunteers, employees and Trustees.

II. POLICY STATEMENT

At no point will a volunteer use their voluntary position to promote their business or other voluntary interests. They will not use their voluntary position to encourage or solicit charity funds to be directed towards any activity or organisation from which they will benefit financially or personally as a user of that service, without declaring the interest in advance. If their colleagues accept the conflict the funds may still be assigned to the activity, as long as it is agreed they are in furtherance of charitable objectives. If a volunteer gains financially from the Society through the delivery of a service, contract or receipt of funding, this should have been assigned through an open and transparent process. Nobody

should be treated differently in the process of the allocation of funds, services or employment due to their volunteering activity.

Conflicts of interest may come in a number of different forms:

1. Direct financial gain or benefit, such as:
 - a. payment for services provided to the charity,
 - b. the award of a contract to another organisation in which an interest is held and a financial benefit will be received
 - c. the employment in a separate post within the charity, whether or not they have resigned from trustee or voluntary positions
 - d. the investment of charity funds in an organisation in which they have a financial or professional connection
 - e. promotion of a business or organisation in which they have a financial interest
2. Indirect financial gain, such as employment by the charity of a spouse or partner, where their finances are interdependent
3. Non-financial gain, such as when a volunteer is also the user of the charity's services
4. Conflict of loyalties, such as where a volunteer has direct or indirect connections or loyalties with other organisations that are involved with the Society, would receive support or funds from the Society or compete with the Society for funds or support

No volunteer will be appointed into or retained in a position, where there is a significant actual or potential conflict of interest. Upon appointment and at any point when their circumstances or roles change, each volunteer is asked to complete a *Conflict of Interest Declaration Form* and send this to the Volunteer Manager to inform the Society of any actual or perceived conflicts of interest. These forms will be kept with the Volunteer's record for the duration of the volunteer's relationship with the Society. It is the volunteer's responsibility to declare any conflicts. The Volunteer Manager, the role coordinator and potentially fellow volunteers may be involved in deciding if it is appropriate for the volunteer to be involved in the related activities, discussions and/or votes.

Any disagreement regarding the implementation of this policy should be referred to the National/Regional Manager or Department Director for a decision.

This policy is meant to supplement good judgment. Volunteers, employees and Trustees should respect its spirit, as well as its wording.

Where a Conflict Exists

Where a conflict exists they may need to be considered and, after discussion with the volunteer, it may be determined that certain roles are unsuitable or inappropriate for the volunteer to remain in.

III. DEFINITIONS

Conflict of Interest:

- A situation in which the concerns or aims of two different parties are incompatible
- A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES AND OTHER RESOURCES

A. Policy Statements and Other Policies

- *Volunteer Policy*

B. Procedures

- Complete the *Conflict of Interest Declaration Form* for any conflicts.

C. Forms

- *Conflict of Interest Declaration Form*

V. **HISTORY**

The Volunteer Conflict of Interest Policy was introduced in 2015. It was decided in 2017 that to prevent major conflicts of interest and to highlight where and what conflicts might be for our volunteers we needed a way to capture any conflicts. For this reason the Conflict of Interest Declaration Form was created in 2017 to be completed by any volunteer suspecting they may have a conflict. The intention of this form is not to prevent conflicts from happening but to enable the Society to identify and monitor conflicts.