



Volunteer Conflict of Interest Policy

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Policy reference sheet

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Policy component	Description	Check
1 Policy statement	<p>This document is British Horse Society’s policy for Volunteer Conflict of Interest</p> <p>The purpose of this policy is to protect the integrity of BHS and to make sure all, including perceived, conflicts of interest are identified, declared, understood and where necessary mitigating action is taken. This will enable our volunteers to have confidence in the integrity of BHS, and to protect the reputation of our volunteers.</p>	
2 Policy audience	Volunteers	
3 Review programme	<p>Next review date is [28/02/2027]</p> <p>Policy will be reviewed and approved by the Policy Review Group</p>	

Sign off	
Signed by	
Signature	
Date	

1. Policy Statement

- 1.1 At British Horse Society (BHS), we're committed to making sure everything we do is fair, transparent and in the best interests of the organisation. Managing conflicts of interest protects both the Society and its volunteers.
- 1.2 This policy applies to all BHS volunteers except for Trustees. Trustees follow a separate process described in Article 15 of the BHS Articles of Association.
- 1.3 It also applies to anyone volunteering on a BHS Advisory Committee or Group, including those acting in an unpaid professional capacity.
- 1.4 All volunteers are expected to act, and be seen to act, in the best interests of BHS. If a personal interest could influence, or appear to influence, your decisions or actions, it must be declared in advance.

2. Principles

2.1 A **conflict of interest** happens when a volunteer's personal, family, financial, social or professional interests could influence (or appear to influence) decisions or actions taken on behalf of the BHS.

2.2 Some conflicts are **direct** and easy to spot. For example:

- a volunteer being paid to deliver professional services at a BHS event
- a volunteer also volunteering or working with another organisation whose aims differ from BHS

These situations could lead to financial gain, non-financial advantage or competing loyalties.

2.3 Other conflicts are **indirect or perceived**, and sometimes less obvious. For example:

- responding to a welfare concern that involves a friend or family member
- a partner or close contact benefiting from a BHS decision

Even if you feel you can remain impartial, these situations must still be declared.

3. Intentions

3.1 Every declaration of interest will be taken seriously, reviewed carefully and responded to. The aim is to support volunteers, not penalise them.

4. Scope

- 4.1 If a volunteer receives payment or funding from BHS, for example through a contract or service, it must have been awarded through a fair and open procurement process. Volunteering should never give an individual an unfair advantage.
- 4.2 Declarations with **low level or minimal impact** will be reviewed by the Volunteer Support Team. In many cases, the BHS may accept the conflict if it clearly supports our charitable aims.
- 4.3 Declarations with **significant implications** will be discussed with the volunteer/and any relevant third party. In some cases, we may agree that a particular volunteer role isn't suitable or that responsibilities need to be adjusted.
- 4.4 Declarations are kept on the volunteers' record for the duration of their relationship with the BHS, so we can provide consistency and clarity.

5 Responsibility

- 5.1 If you — or someone else — identify a conflict or potential conflict (based on the examples above), it is the volunteer's responsibility to complete a [Conflict of Interest Declaration](#). This applies to:
- new volunteers
 - existing volunteers whose circumstances have changed
 - volunteers taking on a new role
- 5.2 Being open and transparent protects you, your fellow volunteers and BHS. If you're unsure whether something counts as a conflict, please ask, the Volunteer Support Team is here to help.