

ROYAL SCOTTISH COUNTRY DANCE SOCIETY - BRISTOL

Registered Charity No. 1059608 website: www.rscdsbristol.info

Conflict of Interest Policy

All teachers, volunteers and committee members of Bristol RSCDS will strive to avoid any conflict of interest between the interests of the Organization on the one hand, and personal, professional, and business interests on the other. This includes avoiding the perception of conflicts of interest as well as actual conflicts of interest.

The purposes of this policy is to protect the integrity of the Organization's decision-making process, to enable our members to have confidence in our integrity, and to protect the integrity and reputation of teachers, volunteers and committee members.

Examples of conflicts of interest include:

- 1 A committee member who is related to a teacher and there is decision to be taken on teacher pay and/or conditions.
- 2 A committee member who is also on the committee of another organisation that is competing for the same participants.
- 3 A committee member who has connections or shares in a business that may be requested do work or provide services for the branch.

Upon appointment each committee member 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 I will be updated as appropriate.

In the course of meetings or activities, a committee member will disclose any interests in a transaction or decision where there may be a conflict between the organisations best interests and the committee member's best interests or a conflict between the best interests of two organisations with which the committee member is involved.

After disclosure, a committee member understands that they 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 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 judgment, and teachers, volunteers and management committee members should respect its spirit as well as its wording

Date Adopted: 10 January 2018

Document Review

Our policy for regular reviews is to maintain a separate document detailing:

- Review timing requirements
- Each of our policies and the date it was adopted
- The date each policy was last reviewed