



CONFLICT OF INTEREST POLICY

Introduction

Durham City Aquatics has a duty to ensure that all possible conflicts of interest are managed effectively, ensuring that where there is any potential conflict of interest, that steps are taken to guarantee that the parties involved are not treated or assessed differently than any other individual.

The policy applies to Durham City Aquatics employed staff, self-employed individuals working on the behalf of Durham City Aquatics, members, and volunteers.

Definition of Conflict of Interest

The relationship of the organisation with the individuals who work or volunteer for it should be based on mutual trust. As the Club is committed to preserve the interests of people under its duty of care, it expects them to act only towards its own fundamental interests.

A conflict of interest is a situation in which an individual has competing interests or loyalties which may lead them to actions, activities or relationships that undermine the organisation and may place it to a disadvantage.

How they arise

Conflicts of interest can arise in a variety of circumstances and may take many different forms that include, but are not limited to, conflict of interest examples :

- A coach may have a friend or relative in their squad
- A Committee Member or a Coach may have a conflict of interest due to the business being conducted by the Committee
- Suppliers used in the normal course of business in which an interest is held
- Individuals' ability to use their position with the organisation to their personal advantage
- Employees engaging in activities that will bring direct or indirect profit to a competitor
- Individuals using company equipment or means to support an external business

In general, employees and other volunteers are advised to refrain from letting personal and/or financial or other interests and external activities come into opposition with the Club's fundamental interests.

The possibility that a conflict of interest may occur can be addressed and resolved before any actual damage is done.

What to do

All relevant staff and other individuals have a responsibility to be aware of the potential for a conflict of interest. It is likely that individuals will encounter potential conflicts of interest from time to time. Such situations must be carefully managed to ensure that any conflict of interest does not detrimentally impact on the standards of coaching or delivery of Club business.

If you believe that there may be a conflict of interest, then you must follow the following steps outlined below:

1. If any individual suspects that there may be a conflict of interest, either for them or another individual associated with Durham City Aquatics then they have a duty to notify the Club Secretary (by email) so corrective action can be taken.
- 2 The Secretary will assess the risk of conflict and take steps to avoid such a conflict occurring.

Such steps may include (the examples below are not exhaustive):

- a. The requirement of a specific swimmer to be coached by another member of the team
- b. Declaration of any Conflict of Interest at the start of every committee meeting
- c. A record to be kept of any suppliers the Club uses where a member, volunteer or paid staff member has an interest

The responsibility of resolving a conflict of interest starts from the immediate supervisor and may reach the Committee. All conflicts of interest will be resolved as fairly as possible. The Executive Committee has the responsibility of the final decision when a solution cannot be found.

Disciplinary Consequences

In cases when a conflict of interest is deliberately concealed or when a solution cannot be found, disciplinary action may be invoked up to and including termination.