



Conflict of Interest Policy

Introduction

The Council, committee members, volunteers and employees of The Canoe Association of Northern Ireland (CANI) have a legal obligation to act in the best interests of CANI and in accordance with the organisation's constitution.

Conflicts of interests may arise where an individual's personal, family or professional interests and/or loyalties conflict with those of CANI, Such conflicts may create problems such as:

- Inhibit free discussions
- Result in decisions or actions that are not in the interests of CANI
- Risk the impression that CANI has acted improperly.

Aim of the policy

To ensure that the organisation and the individuals involved are protected from any appearance of impropriety.

Declaration of interests

Accordingly, it is expected that committee members, volunteers and employees will declare their interests, and any gifts or hospitality received in connection with their role in CANI. A declaration of interests form is provided for this purpose, listing the types of interest you should declare. This will be updated regularly or when changes occur.

Interests will be recorded on the register of interests and stored centrally.

Decisions taken when a committee member, volunteer or employee has an interest

In the event of a decision being made where a committee member, volunteer or employee has an interest, the interest should be declared and at committees all decisions will be made by vote. A quorum must be present for the discussion and decision and interested parties will not be counted when deciding whether the meeting is quorate. Interested members may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded in the minutes of the meeting. The report will record:

- The nature and extent of the conflict
- An outline of the discussion
- The actions taken to manage the conflict