

Conflict of Interest Policy

All employees, volunteers, and board members (individuals) of Yorkshire Sport Foundation will strive to avoid any conflict of interest between the interests of the Company 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 our decision-making process, to enable our employees, partners and customers to have confidence in our integrity, and to protect the integrity and reputation of YSF individuals. This policy should be read in conjunction with the Anti-bribery policy.

Examples of conflicts of interest include:

- A board member who is approving a grant to a related organisation of which they are a member.
- An individual who is also on the committee of another organisation that is applying for the funding.
- An individual who has children at a school and is also part of the panel for deciding on awards.
- An individual who has a financial interest in a family business that may be awarded a contract to do work or provide services for our company.

Upon appointment each individual will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This Conflict of Interest declaration form will be kept on file and each individual has the responsibility for updating this as and when it is appropriate to do so. Every year we will remind individuals of their obligation to declare potential conflicts of interest and forms will be provided to do this.

A central register will be held of every conflict of interest declared. It will be the responsibility of the HR and OD Manager together with the Finance Manager to record, store and process this information.

In the course of meetings or activities, disclosure of interests in any transactions or decisions where there may be a conflict between the company's best interests and the individual's best interests or a conflict between the best interests of two organisations that the individual is involved with should be declared immediately. If this is not already disclosed the individual will be asked to declare this in writing by completing a new Conflict of Interest declaration form. This potential conflict will be discussed by either SMT or the Board at the next meeting and the decision communicated to the individual as soon as possible after the meeting.

Conflict of interests of Board members will be a standard agenda item at Board meetings; the Chair will ask at the beginning of every meeting whether any attendee wishes to declare any potential conflicts. If a conflict of interest is identified or declared, the conflicted Board member may not be counted in the quorum, participate in any discussions, or vote on the conflicted matter. The Chair will ensure that this is recorded in the minutes of the meeting and the Board member will be requested to complete and return a Conflict of Interest declaration form if the interest has not yet been declared.

In the interests of ensuring all individuals understand what may constitute a potential conflict of interest we will provide information and guidance periodically.

This policy is meant to supplement good judgment, individuals should respect its spirit as well as its wording.