



CONFLICTS OF INTEREST POLICY

Approved: September 2026

Review Due: 2028

CONFLICTS OF INTEREST POLICY

This policy is designed to protect the organisation from consequences of decisions being made because there was a conflict of interest.

Definition:

Conflicts of interest may arise where an individual's personal, business or family interest and/or loyalties conflict with those of the organisation they are involved in. This also involves preventing an individual from making a decision only in the organisation's best interests.

Staff, directors and volunteers of Weightlifting Wales are under a moral and/or legal obligation to act in the best interests of the organisation. However, there can be situations that arise where there is a conflict between the interests of the organisation and those of a director, staff member or other volunteer, or those of another body with which the individual is involved.

Such constraints may create problems; they could for instance:

- Inhibit free discussion
- Result in decisions or actions that were not in the interest of the organisation; or
- Risk the impression of the organisation

It is important to recognise that it is natural for conflicts of interest to occur, and the objective of this policy is to manage rather than prevent them from happening.

In addressing any Conflicts of Interest, the individual must:

1. Act in the best interest of the organisation.
2. Comply with the organisations governing documents.
3. Declare any potential conflicts of interest upon appointment as a Board member and at the start of each Board meeting if items of the agenda may present a conflict.
4. Not take part in or vote on any issues where their conflict of interest may influence their input.

Procedure for handling conflicts of interest

Board members, staff or committee members of Weightlifting Wales have a duty to declare all conflicts of interest (whether actual or potential) at the first available opportunity. All declarations of interest should be made at Board meetings, not at meetings of its sub-committees.

Any Board member, staff or committee member who has a financial interest in a matter under discussion, or has any interest in the matter under discussion, which creates a danger of bias i.e. the interest affects the organisation which they represent should declare the nature of the interest and withdraw from the room, unless they have permission from the Chairperson to speak. The person concerned should be told what decision was reached.

A Board, staff or committee member who has any other interest, which does not in the opinion of a clear majority of the rest of the Board members present at a meeting, create a danger of bias but which might reasonably cause others to think it could influence their decision, the Board, staff or committee member should declare the nature of the interest. However, they may remain in the room, participate in the discussion, and vote if they feel this to be appropriate.

The Chairperson should be consulted about the procedure for handling conflicts of interest, particularly if there is any doubt about any aspect of this Policy.

If a Board, staff or committee member fails to declare an interest that is known to the Head of Governance and Compliance or the Chairperson, the Chairperson or Head of Governance and Compliance will declare that interest.

Any approval of conflicts of interest must be recorded on the minutes. The report will record the nature and extent of the conflict, an outline of the discussions and the actions to be taken to manage the conflict.

Duality of Interest

Conflicts can arise between a Board, staff or committee member's duty to Weightlifting Wales and some another public obligation or Board / committee membership of another organisation. This may be defined as duality of interest: that is, the Board staff or committee member may have divided loyalties but does not stand to gain financially. Where such duality exists, the Board, staff or committee member should declare it, and is expected to act in the best interests of Weightlifting Wales. If a Board, staff or committee member is appointed by, represents, or is a member of another body, they must remember that their duty to Weightlifting Wales still overrides all other obligations. If irreconcilable conflict arises, a Board, staff or committee member may have to avoid taking part in decisions of the Weightlifting Wales Board, or may have to resign from one or other position.

Recording of Conflicts of Interest

All declarations of conflict of interest, whether actual or potential, must be recorded in the minutes of Board meetings. Declarations of interest should be recorded by the Chairperson in a register maintained for this purpose. Board, staff or committee members must notify the board of any relevant changes in their interests when they happen. These should be recorded in the register.

Data Protection



The register will be accessible only by the Chairperson, Directors and our Chief Operating Officer/Head of Governance and Compliance.

The information provided will be processed in accordance with data protection principles as set out in them. Data Protection Act 1998/2003. Data will only be processed to ensure that all parties act in the best interests of Weightlifting Wales. The information provided will not be used for any other purpose.

Declaration of Understanding

Each Board and Sub-committee member is required to sign the following:

“I have read and understand Weightlifting Wales Conflict of Interest Policy for Board and Committee Members”

Name (print): _____

Signed: _____

Date: _____

This Declaration of Understanding should be signed and returned to the Head of Governance and Compliance.