

The British Biathlon Conflict of Interest Policy

This policy has been written as the policy for British Biathlon Directors, Staff and Members declaring conflicts of interest. As a Director, Staff Member or Member of the BBU other aspects of life such as family, friends, voluntary work, supported causes, and business or financial interests may have the potential to conflict with the role at the BBU.

Any potential conflict of interest between a Director, Staff or Members position in the BBU and their other interests must be openly declared and effectively managed in order to protect the good reputation of the BBU.

BBU Directors, Staff and Members will strive to avoid any conflict of interest between the interests of the BBU and their personal, professional and business interests. This includes avoiding actual and potential conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the British Biathlon Union decision making process; to enable the BBU stakeholders to have confidence in the BBU's integrity; and to protect the integrity and reputation of Directors, Staff and Members.

Declaration of Interests

Upon appointment, each Directors and Staff members will complete a Declaration of Interests Form (Annex 1) and a register of interests will be kept by the BBU.

Directors and Staff must keep their entry in the register of interests up to date; add any new interests as soon as they arise; and amend existing interests as soon as any change takes effect. Directors and Staff should familiarise themselves with the different categories of conflicts of interest as detailed in the Declaration of Interest Form.

Directors and Staff committee members should disclose any interest, financial or otherwise, which would or is likely to be perceived to influence that Director or Staff members actions. In considering whether to make a declaration, directors and committee members must consider the following test: if a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice a Director or Staff member in their decision making in their role.

Directors and Staff members shall declare, if it is known, any interest of:

- a spouse, civil partner or a cohabitee;
- a close relative, close friend or close associate;
- an employer or a partner in a firm; and/or
- an organisation by which a Director or Staff member is remunerated.



Definition of Conflict of Interest for Directors

Directors have a legal duty under Section 177 of the Companies Act 2006 to avoid conflict of interests. A conflict of interest arises where a director's personal interests could, or could be seen to, prevent the director from making a decision only in the best interests of British Biathlon Union.

Article 15 of BBU's Articles of Association governs situations in which Directors may authorise a situation in which a direct or indirect interest that conflicts or possibly may conflict, with the interests of BBU.

In the course of meetings or activities, directors will disclose any interests in a transaction or decision where they have an actual or potential conflict between the BBU's interests and their own or a conflict between the interests of two organisations which they are involved with. This disclosure shall be made at the start of the meeting or activity or as soon as the director becomes aware that they have an actual or potential conflict of interest.

After making a disclosure, at the discretion of the Chairperson, the director may be asked to leave the room for the duration of the discussion on the particular item and will not be able to take part in the decision making process. Under Article 15 of BBU's articles of association, the board may authorise a situation in which a director has or can have a direct or indirect interest that conflicts or possibly conflicts with the interests of BBU. At the discretion of the Chairperson and the understanding of the conflict of interest by those present at the board meeting, the director may participate fully or be permitted to speak or to listen. Any such disclosure and the subsequent actions taken will be noted in the minutes. Directors will also comply with the terms and conditions imposed by the board for any authorisation made under Article 15.

Any failure to make a complete, accurate and prompt declaration, whether deliberately or through taking insufficient care, will be regarded as a breach of the BBU Directors' Code of Conduct and appropriate action may be taken in accordance with that code.

Whilst the duty under Section 177 of the Companies Act 2006 does not apply to committee or staff, members, they are still expected to adhere to the terms of this policy. This policy is meant to supplement good judgment and directors and committee members should respect its spirit as well as its wording.

Annex 1

The British Biathlon Declaration of Interests Form

The date contained within the Declaration of Interests forms will be held centrally by the CEO, and the information will only be available to the Board Members.

Declaration

I _____ have/ have no conflicts of interests to report to the British Biathlon Union.

Signed _____

Should you have a conflict of interest to report to the BBU please provide full details of involvements, which are current or have expired in the last five years below;

Information Required	Details	Remarks
Full Name		
BBU Role		
Self or Immediate Family Member		
Category *(S/R/C)		
Current or Expired		
Details of Involvements		

*

S- Membership of, or involvement with sports clubs and governing bodies of sport

R- Membership of, or involvement with, other related organisations

C- Commercial interests - These would include commercial interests in companies owning, operating or providing, or which may provide, sports facilities or services for the BBU.