

Conflicts of Interest

Introduction

The British Table Tennis Federation (BTTF) is committed to the highest possible standards of Openness, probity and accountability. We are expected to act impartially and objectively, and to take steps to avoid any conflict of interest arising as a result of the membership of, or association with, other organizations or individuals.

Scope

This policy will be applied consistently in relation to all colleagues regardless of gender, gender reassignment, marital or family status, age, disability, ethnic origin, creed, religion/belief, sexual orientation, Trade Union membership or any other condition or requirement which cannot be shown to be justifiable. This Policy also applies to all permanent and temporary staff, agency staff, temporary and full time staff, consultants, Boards and Committee members. Throughout this policy the term 'colleagues' shall be used to refer to all persons.

Aims of the Policy

This Policy explains BTTF's position regarding conflicts and potential conflicts of interest that may arise during the course of our business. It also serves to raise awareness with all colleagues about conflicts and to provide guidance on how to manage conflict of interests so that colleagues can act in the best interests of BTTF.

What is a Conflict of Interest?

Conflicts of interest may arise where a colleague's personal, family or business interests or loyalties conflict or appear to conflict with those of BTTF. Such conflicts may create problems such as inhibiting free discussions or impair the ability to act or think objectively. This may result in actions or decisions that are not in BTTF's best interests. Even where a colleague has acted impartially perceived conflict of interest can be damaging to BTTF's reputation.

Examples of potential conflicts of interest include:

- Awarding a grant to an organization in which you have a financial interest or personal connection
- Having personal or business dealings with organizations which detract for the aims of BTTF.
- Using BTTF facilities to pursue personal, commercial or consulting activities.
- Personal or close family involvement in an organization that is attempting to obtain a contract or business with BTTF and you are involved in the pricing or placing of that contract.

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BTTF recognizes that as we carry out our business conflicts of interest will arise. We need to be able to identify and manage these conflicts so as to reduce the risk of any actual or perceived wrongdoing. BTTF colleagues should also note that giving or receiving anything of value or reward improper conduct will be a breach of the Bribery Act 2010. Please see the Gifts and Hospitality policy for further details.

The Declaration of Interests

The onus is upon all colleagues to declare any actual or potential conflict of interest at the earliest opportunity. It is not the responsibility of BTTF to seek this out. Colleagues are asked to review and up-date their interests on a regular basis as circumstances may change which would unwittingly give rise to conflict. Colleagues should declare in respect of themselves and their immediate family (spouse/partner, children and parents) the following interests:

- Membership or involvement with sports club and/or governing bodies of sport
- Membership or involvement with other organizations that might be eligible to apply to BTTF for funding
- Commercial interests in companies and organizations that may undertake business with BTTF.
- Coaching athletes for personal gain who may be eligible or seeking selection to BTTF Team

Where colleagues are unsure whether they should declare an interest they should seek guidance from their line manager or the Board/General secretary. However as a general guide colleagues should ask themselves 'Would the reputation of BTTF and my own reputation be damaged if this was reported in a national newspaper?'

Colleagues are responsible for amending their declarations of interests as soon as possible following any change in their circumstances and for reviewing their declaration of interests at least at least annually regardless of any changes.

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