



# Conflict of Interests Policy

**Version date:** March 2020

**Next review due:** March 2023

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## Register of Interests

Lacrosse Scotland maintains a Register of Interests appropriate to its activities, which includes the interests of close family members. Board, Working Group members and staff are required to complete a Register of Interests Declaration on appointment, and must inform the Chairperson should any changes in their interests occur. It is required that all declarations are updated on an annual basis.

Information on how to access the register can be obtained from the Chairperson.

A conflict of interest exists when a Director, Working Group member or employee's loyalties are divided between Lacrosse Scotland's interests and the interests of the member, the member's Club, those of the member's family or those of a customer or supplier.

## Definitions

Interests are defined as:

1. **Pecuniary interests:** These arise from connections with bodies, which have a direct pecuniary interest, or from being a business partner of, or being employed by, a person with such an interest.
2. **Non-pecuniary interests:** These include those arising from membership of clubs and other organisations. Close family members include personal partners, parents, children (adult and minor), brothers, sisters and the personal partners of any of these.

## Acceptance of Payments & Gifts

In accordance with Lacrosse Scotland's Codes of Conduct for Directors, Working Group Members and staff, all Directors, Working Group members and staff are required to declare to the Chair of the Board any payment or gift received over the value of £50 which is offered to you in your capacity as a Director. Working Group member or employee of Lacrosse Scotland so this can be recorded in the Hospitality Register.

## Procedures at Meetings - Directors and Working Group members

Members must declare, as soon as practicable after a meeting begins, whether they have an interest, pecuniary or other, in a matter being considered. Agendas for meetings of the board must include an item to provide a clear opportunity for them to do so.

Members must also disclose any interest of which they are aware of the part of close family members and persons living in their household. In addition, Members must consider whether they need to disclose relevant interests of other persons or organisations, which members of the public might reasonably think could influence their judgement.

Members must declare their interest to the Chair and the Secretary of the meeting, who will record the declaration in the minutes.

The Chair will decide which of the following options should be followed:

1. The Member should leave the meeting while the item is being discussed.

2. The Member should be allowed to remain in the meeting while the item is being discussed but should not be allowed to take part in the discussion or vote.
3. The Member should be allowed to speak on the item but should not vote.
4. The Member should be allowed to speak and vote on the item.

Any Member may challenge another where they perceive that a conflict has not been declared. These challenges should be made to the Chair of the meeting, whose decision on the matter will be final. The Secretary of the meeting shall record the challenge and its outcome in the minutes.

### External Employment - Staff only

You are required to devote your full time to Lacrosse Scotland. Any work undertaken out with the organisation must have approval obtained in writing from the line manager to ensure it does not interfere or create a conflict of interest with your main employment.

You must advise the Board prior to taking any additional employment whilst employed by Lacrosse Scotland.

### Declaration

All Directors, Working Group Members and employees must sign the Lacrosse Scotland Declaration of Interests Form to ensure that all Directors, Working Group members and employees of Lacrosse Scotland agree to comply with Lacrosse Scotland's policies and procedures.