



Conflict of Interest Policy

All Volunteers¹

All volunteers of UKRO will strive to avoid any conflict of interest between the interests of the charity 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 purposes of this policy is to protect the integrity of UKRO's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of the organisation as a whole.

Examples of conflicts of interest include:

1. A volunteer who also has a business and wishes to have their products or services used by UKRO.
2. A volunteer who is also part of the management of another organisation with whom UKRO may engage.

Upon appointment each Trustee will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file by the Trustees and will be updated as appropriate.

In accordance with clause 7 of UKRO's Constitution a Trustee must:

- (1) *declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and*
- (2) *absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).*

Any such disclosure and the subsequent actions taken will be noted in the minutes for the Trustees' Meeting.

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

Assessors and Educators

UKRO Assessors or Educators cannot be part of a Rescue Team that is participating or seeking to join in an event while they are an active assessor/member. In this context, 'part of a team' means a member of the team, its reserve, coach or manager. It is, however, recognised that assessors/members might have been former team members or come from the same FRS as a participating team. If a situation arises where an Assessor or Education Team member has an actual or potential conflict between their official duties and a team, which may compromise their integrity and impartiality, the individual must:

¹ Adapted from template provided by the Association for Research in the Voluntary and Community Sector at <http://www.governancepages.org.uk/sample-documents/conflict-of-interest/conflict-of-interest-sample-1/>



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- Disclose anything which could impact adversely on UKRO
- Advise the Director of Rescue Challenges and their Discipline Lead of the actual or potential conflict of interest at the earliest possible opportunity and seek advice regarding whether the situation may amount to an actual or potential conflict of interest
- Be alert to any actual or potential conflict of interest
- Take steps to avoid any conflict of interest
- Not ask for, encourage the offer of, or accept any form of benefit or gift in connection with the performance of their official duties, except where the gift or benefit is offered at award ceremonies, where a personal gift of nominal value is customary.

It is not permissible for Assessors or Educators to alternate between participating in a team and training to become a competent Assessor/Educator. Should any potential Assessor/Educator realise that after training and subsequent competence being declared as a UKRO Assessor/Educator, they are not permitted to revert to becoming a competitor at their discretion. Should such a decision be taken by an individual, they will not be allowed to take an active part in any UKRO supported Rescue Challenge for a minimum period of 24 months. It will also only be permissible for them to do this on one occasion. If any clarity is required on any matter relating to this area, the final decision will rest with the Director of Rescue Challenges.

Authorised by: Guy Goodman

The Trustees approved this policy on the: 13 March 2023