ULSTER Badminton

Conflict of Interest Policy

Reviewed: Nov 2026

1. Board/Committee members have a duty to accept the responsibilities of their position and to act at all times in the best interests of the organisation, ahead of any other professional or personal interest. The general principle to be observed is that the Board/Committee member will avoid action or inaction which cannot be justified to the Board/Committee, the organisation's members, users, or the public. Equally, a Board/Committee member should be alert to anything which might give rise to suspicion of improper conduct.

2. Board/Committee members are required to declare any or all relevant interests during meetings, immediately it becomes apparent that such an interest has relevance to the matter under consideration by the Board/Committee. If the interest is a financial one, for example if they or their employer is a beneficiary or a potential beneficiary, then the Board/Committee member is obliged to withdraw from the meeting and take no further part in the decision making process on this matter.

3. Where the interest is not financial but might be reasonably considered to be significant, the Board/Committee member should declare the nature of the interest immediately. It will then be for the Chair to determine whether the interest is sufficiently substantial to warrant either the member being asked to leave the meeting or abstain from voting.

4. In either 2 or 3 above, the interest declared and the action taken will be recorded in the Minutes of the meeting and the Register of Members' interests will be checked and amended, if necessary.

5. If the interest concerns family or personal connections with individuals in an organisation likely to benefit from the decision under discussion, or business or other relationships with individuals, the Board/Committee member would not normally be asked to abstain from voting or to leave the meeting, but would require to state clearly and have recorded, the nature of their interest.

6. All Ulster Badminton employees, members of the: Board, Standing Committees and sub Committees should not place themselves in any position that may lead to their interests conflicting with those of Ulster Badminton.

7. You are therefore required to declare any activity which might bring or have brought you into a conflict of interest with Ulster Badminton. It is not possible to define or describe all circumstances in which a conflict of interest (actual, apparent or potential) may arise, however, the following situations provide a non-exhaustive list of examples of such conflicts of interest:

-Any activity that directly or indirectly competes with the existing, planned or potential interests of Ulster Badminton.

-Any direct or indirect investment or other interest in any entity that either competes with the existing, planned or potential interests of Ulster Badminton or that provides goods or services to Ulster Badminton. For example, a badminton club, badminton equipment, accessories or badminton clothing manufacturer and / or supplier and / or retailer.

-Any payment, gifts or other consideration which you receive or which is offered to you in your capacity as an employee / Board member / Chairof Standing Committee (unless the aggregate value of such payments, gifts and consideration is less than £50 in any one instance and less than £100 in total in any period of 12 months).

-Any Ulster Badminton business with a family member or friend.

-Any fees or other benefits received from the following activities:

i) publications of opinions, facts or materials

ii) delivery of any lecture or presentation

iii) participation in the making of any film, radio or television broadcast / commentating

iv) communication with any media representative – including TV, radio, Social Media, newspapers and other journalistic for publications

-Use of any Ulster Badminton facilities other than for the proper performance of Ulster Badminton business and other than in accordance with Ulster Badminton Rules and Regulations from time to time governing the use of such Ulster Badminton facilities.

8. All Ulster Badminton employees, members of the Board, Standing Committees and Sub Committees shall complete an Annual Declaration of Interests Form that shall be retained in the Ulster Badminton office.

9. All Ulster Badminton employees, members of the Board, Standing Committees and Sub Committees must notify Ulster Badminton immediately of any change in circumstances that affects the accuracy of the form that they have completed. In the case of Ulster Badminton employees, notification must be given in writing to the ~~CEO~~ Executive Manager and in the case of the Board members and Chair of the Board of Directors must be given to the Secretary.

10. The forms completed by members of the Board, Chairs of Standing Committees and Directors will be circulated and made available to the Board for information.

11. The forms completed by employees will be retained by the Executive Manager as required, by the Board.

12. Any breach of this policy may be subject to sanctions, in the case of Ulster Badminton employees under Ulster Badminton's Disciplinary Procedures for employees applicable from time to time, and in the case of Board members and Chairs of Standing Committees under Ulster Badminton's complaints management procedure as referenced in the Bye-laws.