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# Conflict of Interest for Volunteers Policy

V1.0

September 2024

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# Policy Reference Sheet

## Conflict of Interest for Volunteers Policy

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Policy Component	Description	Check
1	Policy Statement <b>This document is the British Horse Society's policy for</b> Conflict of Interest for Volunteers	
2	Policy Audience All BHS Volunteers (excluding Trustees)	
3	Review Programme Next review date is 4 <sup>th</sup> September 2025  Policy will be reviewed and approved by the Policy Review Group	

Sign Off	
Signed By:	BHS Policy Group
Signature:	Kate Cobley
Date:	27 <sup>th</sup> August 2024

## 1. POLICY STATEMENT

- 1.1. The British Horse Society (BHS) is committed to making sure all its activities are conducted fairly, transparently, objectively, and free from bias. Arrangements for the effective management of conflict of interests are integral to this.
- 1.2. The purpose of this policy is to protect the integrity of the BHS and to make sure all, including perceived, conflicts of interest are identified, declared, understood and where necessary mitigating action is taken. This will enable stakeholders to have confidence in the integrity of the BHS, and to protect the reputation of our volunteers.
- 1.3. This policy applies to all BHS volunteers (excluding Trustees). Trustees are covered by 'Interests of the Board' as per BHS Articles of Association (Article 15).
- 1.4. This policy also applies to anyone on a BHS Advisory committee/group, including those acting under a professional capacity or qualification and in accordance with the Terms of Reference of the relevant Advisory committee/group.
- 1.5. All volunteers must act and be seen to act in the best interest of the BHS and not for their private/personal interest or gain, without declaring the interest in advance.

## 2. DEFINITIONS

- 2.1. A **conflict of interest** occurs when an individual's personal, professional, family, financial or social interests compromise or influence any actions taken or decisions made on behalf of the BHS.
- 2.2. **Direct conflicts of interest** are relatively easy to identify. The interest relates directly to the duties that the individual carries out for the BHS that may result in financial gain, non-financial gain, or a conflict of loyalty. For example, a volunteer who is contracted to provide professional services for a BHS event, or where a volunteer is involved with another organisation whose objectives differ to the BHS.
- 2.3. **Indirect or perceived conflicts of interest** can be more challenging to identify. An indirect or perceived conflict of interest is where the interest applies to a volunteer who has a connection or loyalty to an individual or organisation. For example, a volunteer who is asked to respond to a horse welfare concern of a family member or friend, or where a volunteer's spouse or partner stands to gain financially.

## 3. IDENTIFYING/REPORTING

- 3.1. If a volunteer, or a third party, recognises a conflict or perceived conflict of interest, based on the definitions above, it is the volunteer's responsibility to complete a [Conflict of Interest Declaration Form](#). This applies to new volunteers and existing volunteers whose circumstances or roles change.

#### **4. MANAGING CONFLICTS OF INTEREST**

- 4.1. All Declarations will be considered and responded to.
- 4.2. If a volunteer stands to gain financially from the BHS through the delivery of a service, contract or receipt of funding, this should have been assigned through an open and transparent process. Nobody should be treated differently in the process of the allocation of funds, services or employment due to their volunteering activity.
- 4.3. Declarations that are deemed to have lesser implications for the BHS will be considered by the Volunteer Support Team. The BHS may accept the conflict, as long as it is agreed it is in furtherance of charitable objectives.
- 4.4. Declarations that are deemed to have significant implications for the BHS will be discussed with the volunteer/third party and it may be determined that certain roles are unsuitable or inappropriate for the volunteer to remain in.
- 4.5. These forms will be kept with the Volunteer's record for the duration of the volunteer's relationship with the Society.