



GUERNSEY SPORTS COMMISSION
CONFLICT OF
INTEREST POLICY

2026

Contents

Introduction	2
Who does this policy statement apply to?	2
Procedures	2
Disciplinary Action	2
Notice of Annual Statements.....	3
Wording for Annual Statement.....	3

Introduction

The purpose of this policy statement is to protect the interests of The Guernsey Sports Commission by:

- a) preventing the personal interests of the Trustees, Commissioners, Employees, and Independent Contractors from interfering with their duties to the organisation and
- b) avoiding any unethical financial, professional, or political gain on the part of such individuals.

Who does this policy statement apply to?

This statement applies to Trustees, Commissioners, Officers, and all Employees who can influence the governance and actions of the Guernsey Sports Commission. This includes anyone who makes financial decisions, might be referred to as “management personnel,” or have proprietary information regarding the Guernsey Sports Commission.

Procedures

1. Duty to Disclose

Each Trustee, Commissioner, Director, Officer, Employee, and any other Interested Person is under an obligation to disclose the existence or potential existence of a Conflict of Interest as it arises.

2. Investigating Conflicts

When a potential Conflict of Interest is disclosed, the Commissioners will then provide the individual with an opportunity to disclose all material facts. If the potential conflict relates to one of the Commissioners, then the remaining Commissioners will constitute the Governing Board. The Board will collect all pertinent information and question the involved parties. If it turns out that a conflict does not exist, the inquiry will be documented but no further action will be taken.

3. Addressing a Conflict of Interest

If the Governing Board determine that a conflict of interest exists, they will take the appropriate actions to address the conflict. This may include (but not be limited to):

- (a) prohibiting any Interested Parties from voting on any matter related to said Conflict of Interest or
- (b) terminating employment with the Guernsey Sports Commission

Affected parties both within and outside of the Guernsey Sports Commission including Trustees, Commissioners, directors, employees, and independent contractors, will be notified. If the Conflict of Interest in question involves a member of the Board, that individual will be excused from deliberations.

Disciplinary Action

All conflicts of interest will be reviewed on a case-by-case basis. The Commissioners have full discretion to deem what disciplinary action is appropriate and necessary for disclosed conflicts of interest.

If the Commissioners reasonably believe a Board member or staff member failed to disclose an existing or possible Conflict of Interest, it shall inform the individual of the rationale for such belief and grant the individual an opportunity to explain the alleged failure to disclose the Conflict of Interest.

After hearing the individual's response and investigating further as warranted by the circumstances, the Commissioners may take appropriate disciplinary action, including removal from the position at the organization.

Notice of Annual Statements

Every Trustee, Commissioner, Director, Officer, Employee, and any other Interested Person must sign a Conflict of Interest Disclosure Statement upon said individual's term of office, employment, or other relationship with the Guernsey Sports Commission and must do so annually. Failure to sign does not nullify the policy.

Wording for Annual Statement

The following wording should be used for the Annual Statements:

By signing, the individual named below understands what constitutes a Conflict of Interest and understands the procedure for addressing them with the Guernsey Sports Commission, including their duty to disclose any known or potential conflicts of interest.

The signee agrees to abide by the procedures set forth by this policy for the duration of their relationship with the Guernsey Sports Commission.

Name (printed): _____ Date: ___/___/20___

Signature: _____