

Ipswich Football Club

Conflict of Interest



Purpose

This policy aims to help board members, staff, and volunteers of Ipswich FC identify, disclose, and manage actual, potential, or perceived conflicts of interest to protect the integrity of the organisation and ensure public trust.

Scope

This policy applies to all members of the board, employees, contractors, and volunteers involved in decision-making or representing the organisation.

Definition

A conflict of interest occurs when a person's personal interests — financial or non-financial — could improperly influence their duties to the organisation. This includes interests of close family, friends, or other affiliations.

Policy Statement

Conflicts of interest are common and not inherently problematic. However, they must be disclosed and managed transparently. All individuals covered by this policy must:

- Avoid conflicts where possible
- Disclose any actual, potential, or perceived conflicts
- Follow agreed procedures to manage them
- Record disclosures in the Register of Interests

Disclosure Procedure

- Disclose the conflict to the Chair or designated officer as soon as it arises
- Record the conflict in the Register of Interests
- The board (excluding the conflicted person) will determine how to manage the conflict, which may include:
 - Exclusion from discussion or decision-making
 - Reassignment of duties
 - In serious cases, resignation from the board or role

Confidentiality

Disclosures will be handled sensitively and only shared with those who need to know for governance purposes.

Breaches

Failure to disclose a conflict may result in disciplinary action, including removal from the board or termination of engagement.

Revision No: 01	Version Date: 1/10/2024	Document Number: POL-021	Doc Owner: General Manager	Doc Approver: Ipswich Football Club Board	Page: 1 of 2
--------------------	----------------------------	-----------------------------	-------------------------------	--	-----------------



Review

This policy will be reviewed annually or when significant changes occur in the organisation's structure or operations.

Revision No: 01	Version Date: 1/10/2024	Document Number: POL-021	Doc Owner: General Manager	Doc Approver: Ipswich Football Club Board	Page: 2 of 2
--------------------	----------------------------	-----------------------------	-------------------------------	--	-----------------

This document is the property of Ipswich Football Club. It must not be copied or reproduced in any way whatsoever without the authority of Ipswich Football Club. This document is uncontrolled when printed. An electronic database manages and stores the controlled version.