



Conflict Of Interest (Employee)

The Scottish Association of Local Sports Councils (hereafter referred to as SALSC) requires that employees conduct their affairs with the highest standard of integrity in order to protect the interests of SALSC and themselves. Employees should therefore not place themselves in any position which may lead to their interests conflicting with those of SALSC.

A conflict of interest exists when an employee's loyalties are divided between SALSC's interests and the interests of the employee, those of the employee's family or those of a customer or supplier.

It is the responsibility of the employee to advise the Chair if they suspect a conflict of interest may occur. Failure to do so may result in disciplinary action being taken.

Declaration

All employees must sign the SALSC Declaration of Interests Form to ensure that SALSC and all employees agree a consistent message.

The following are examples of Conflict of Interest.

Acceptance of Payments & Gifts

All employees are required to declare any payment, gift or other consideration received over the value of £50 or which is offered to an individual in their capacity as an employee of SALSC.

This is to ensure that employees are not placed in a position of conflict of interest.

External Employment

You are required to devote your full time to SALSC.

Any work undertaken outwith the organisation must have approval obtained in writing from the Chair to ensure it does not interfere or create a conflict of interest with your main employment.

I agree to advise the management prior to taking any additional employment whilst employed by SALSC

Signed

Name

Job Title

Date