



BRITISH MOTORSPORTS MARSHALS' CLUB LTD.
Conflicts of Interest Gifts and Hospitality Policy

This policy applies to everyone involved in any way with the British Motorsports Marshals Club (BMMC), irrespective of role or capacity. The policy is effective from the Date of Issue shown at the bottom of this page.

Statement of Intent

BMMC recognises its members, especially its Directors and Role Holders, have a legal obligation to act in the best interests of BMMC Ltd in accordance with our Articles of Association. We should at all times avoid situations where there may be a potential conflict of interest.

Policy Aims

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the BMMC. Such conflicts may create problems; they can:

- inhibit free discussion.
- result in decisions or actions that are not in the interests of the BMMC.
- risk the impression that the BMMC has acted improperly.

The BMMC will review this policy every two years, as well as following a major regulatory change.

This policy will be communicated to all our members and organisations working on our behalf, on our external website, and made available to third parties.

Leadership Responsibilities

The Policy Owner, shown at the bottom of this page, is responsible for implementing this policy on behalf of the BMMC Directors who will monitor its effectiveness.

Declaration of Interests

Potential and new Directors should be informed that they will be expected to declare their interests on appointment and subsequently, when they arise. Directors must see this policy upon appointment, or ideally before.

On appointment, Directors are asked to complete a declaration of interests. The declaration of interests needs to be updated when material changes occur and reviewed at least annually.

When asking Directors to complete a declaration of interests, the following areas should be considered:

- employment.
- any previous employment in which the Director still has a financial, or other, interest.
- any other appointments (voluntary or otherwise) e.g. Directorships, trusteeships, local authority membership, tribunals.
- membership of other organisations.
- investments in unlisted companies, partnerships and other forms of business.
- major shareholdings (more than 5% of issued capital) and beneficial interests.
- gifts or hospitality offered to the Director by external bodies and whether this was declined or accepted.

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- family connections where relevant, such as the Director's spouse/partner working for a similar organisation, or for a contractor organisation working on behalf of the BMMC.
- any contractual relationship between the Director or a connected person and the BMMC.

If an individual has a conflict of interest, it should be declared as early as possible and withdraw from discussions relating to the conflict. Decisions involving conflicts will be made by vote with simple majority needed.

Allowing external influences to affect decision-making can lead to poor decision making, legal challenges, loss of trust within the board, reputational damage etc.

Register of Interests

Interests will be recorded on the BMMC's register of interests.

Managing Contracts

If an individual has a conflict of interest that individual should not manage or monitor those contracts where an interest has been declared.

Gifts and Hospitality

Acceptance limits for gifts and hospitality are:

- under £50 without declaration; with a limit of £200 per annum.
- between £50-£250 must be reported to the National Treasurer who will advise whether acceptance is appropriate; a declaration of this should be made and recorded.
- over £250 cannot be accepted without approval of two of the Officers; a declaration of this should be made and recorded.

Travel & subsistence costs are not included in these limits, but they should be proportionate to the levels allowed for BMMC Expenses.