



**MANCHESTER**  
**CYCLING ACADEMY**

**ABC Sports Learning Ltd/Manchester Cycling Academy**

## **Declaration of Interests Policy**

### **1. Introduction**

ABC Sports Learning Ltd/Manchester Cycling Academy is committed to maintaining transparency, integrity, and ethical conduct in all operations. This Declaration of Interests Policy outlines the guidelines and expectations for employees and stakeholders to disclose any personal or financial interests that could potentially conflict with the best interests of our organisation.

### **2. Policy Statement**

We recognise the importance of identifying and addressing conflicts of interest to ensure that decisions are made objectively and in the best interest of our students, staff, and stakeholders. This policy aims to:

#### **2.1. Definition of Conflicts of Interest**

A conflict of interest arises when an individual's personal, financial, or other interests interfere or could reasonably be perceived to interfere with their ability to make impartial decisions that benefit the institution.

#### **2.2. Transparency and Accountability**

All employees, contractors, volunteers, directors, officers, and any other individuals connected to ABC Sports Learning Ltd/Manchester Cycling Academy are expected to disclose any potential conflicts of interest.

#### **2.3. Procedures for Declaration**

Individuals with a potential conflict of interest must promptly disclose such interests to their supervisor, manager, or designated contact person.

Disclosure should include the nature of the interest, its potential impact, and any relevant relationships.

#### **2.4. Assessing and Managing Conflicts**

Upon receipt of a disclosure, ABC Sports Learning Ltd/Manchester Cycling Academy will assess the potential conflict of interest to determine if it could adversely affect decision-making or create the appearance of impropriety.

If a significant conflict of interest is identified, the individual may be asked to recuse themselves from discussions, decisions, or actions related to the matter.

In cases where a conflict of interest cannot be reasonably mitigated, appropriate steps will be taken to address the situation, including consideration of alternative arrangements.

## **2.5. Confidentiality and Non-Retaliation**

Disclosures of conflicts of interest will be treated confidentially to the extent possible, while still ensuring the necessary actions are taken. Retaliation against individuals who disclose conflicts of interest in good faith is strictly prohibited.

## **2.6. Education and Training**

Regular training will be provided to employees and relevant stakeholders to raise awareness about conflicts of interest and the importance of disclosure.

## **2.7. Record Keeping**

All disclosed conflicts of interest and related actions taken will be documented for transparency and accountability purposes.

## **3. Reporting**

A summary of the actions taken to implement and enforce this policy will be included in our annual reports and made available to stakeholders.

## **4. Review**

This policy will be reviewed on an annual basis or more frequently if necessary, to ensure its ongoing relevance and effectiveness in addressing conflicts of interest.

## **5. Compliance**

Adherence to this policy is mandatory for all individuals associated with ABC Sports Learning Ltd/Manchester Cycling Academy. Any failure to disclose conflicts of interest may result in disciplinary action.

By complying with this policy, ABC Sports Learning Ltd/Manchester Cycling Academy reinforces its commitment to maintaining the highest ethical standards and protecting the interests of our students, staff, and stakeholders.

Signature:



S. Apewell

Stefan Hopewell  
Director

**Review**

This policy will be reviewed on Aug 31st 2025