



Conflict of Interest Policy

Reformer Pilates Teaching Qualifications / Group's & 1-to-1 / YMCA Fitness Association Collaboration

1. Purpose & Scope

The purpose of this Conflict of Interest Policy is to ensure that decisions made by or on behalf of Isle of Wight Pilates in matters relating to teaching qualifications, group and one-to-one training, or partnership activities (such as with the YMCA Fitness Association) are taken in the best interests of Isle of Wight Pilates, maintaining fairness, integrity, and transparency.

This Policy applies to all individuals involved in Isle of Wight Pilates operations, including but not limited to owners, managers, employees, tutors, assessors, volunteers, subcontractors, affiliates, and committee members.

The Policy addresses actual, potential, or perceived conflicts of interest.

2. Definitions

Conflict of Interest: A circumstance in which a person's personal, financial, professional, or other interests may interfere with—or give the appearance of interfering with—their duty to act in the best interests of Isle of Wight Pilates.

Related Party: Any person or entity (including family members, business interests, or associates) with which the individual has a significant connection that may give rise to a conflict.

Material Transaction: A significant contract, financial deal, or decision in which Isle of Wight Pilates is or will be involved, and which could benefit a Related Party.

Affected Person: The individual who has or may have a conflict in relation to a particular matter.

3. Principles & Obligations

Duty of Loyalty & Good Faith – Individuals must act in good faith, with loyalty to Isle of Wight Pilates, placing organisational interest above personal gain.

Full Disclosure – Conflicts must be disclosed promptly in writing to the Manager Emma Wharton or designated officer.

Recusal – Persons with a conflict must not participate in deliberations or voting on the matter.

Independent Review – Disclosures will be reviewed by an impartial body or officer not involved in the conflict.

Documentation – All disclosures and decisions must be documented.

Ongoing Duty – Individuals must update their disclosure if circumstances change.

4. Examples & Key Scenarios

Tutor holds a financial interest in a supplier of training materials.

Staff member runs external classes using Isle of Wight Pilates clients.

Family member of staff is awarded a contract without fair process.

Partnership with YMCA results in personal gain for a decision-maker.

Use of Isle of Wight Pilates facilities for private business without approval.

5. Procedures & Responsibilities

Initial Declaration & Annual Updates – All relevant personnel must complete an initial and annual declaration.

Review Body – Emma Wharton will appoint an impartial reviewer to assess conflicts.

Evaluation Criteria – Review includes fairness, alternatives, safeguards, and repetitional risk.

Mitigation – May include recusal, independent oversight, open bidding, or cancellation of transaction.

Breaches – Failure to disclose may result in disciplinary action or termination.

6. YMCA Fitness Association Collaboration

In joint ventures with YMCA Fitness Association, this Policy applies fully.

Contracts should be transparent, documented, and require compliance with this Policy.

7. Review & Updates

This Policy will be reviewed annually or more frequently as needed. Amendments must be approved by the Manager (Emma Wharton).

8. Acknowledgement

By reading this policy I confirm that I have understood, and agree to comply with this Conflict of Interest Policy when participating in any IOW pilates course or class and that I will disclose any actual or potential conflicts in a timely manner.

Version: 1.0

Effective Date:
01/09/2025

Manager / Owner:
Emma Wharton

