



Safe Sport International - Conflict of Interest Policy

INTRODUCTION

This policy applies to all Trustees, Advisory Board members including the Chair, staff, associates and volunteers. As a trustee, Advisory Board member, SSI Associate or volunteer you have a duty to act in the best interests of Safe Sport International, when making decisions.

A conflict of interest can be defined as:

Any situation in which your personal interests or responsibilities you owe to another body, may, or may appear to influence your decision making.

Such conflicts may create problems; they can:

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

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

Conflicts of interest are common and do not imply any wrong-doing, but you have a duty to act to prevent them from affecting the Advisory Board's ability to make decisions in the best interests of the initiative.

IDENTIFYING CONFLICTS OF INTEREST

Trustee and Advisory Board members are required to declare their interests, and any gifts or hospitality offered and received in connection with their role in Safe Sport International. A 'Declaration of interests' form is provided for this purpose, listing the types of interest you should declare (see annex). This will be updated annually.

If you believe you have a perceived or real conflict of interest you should:

- declare the interest at the earliest opportunity
- withdraw from discussions and decisions relating to the conflict

If you are not sure what to declare, or whether/when your declaration needs to be made, please err on the side of caution and disclose immediately any matter which you consider might constitute a conflict of interest.

Each Board meeting will start with an item where Trustees and Advisory Board Members will be asked to identify any upcoming conflicts of interest in relation to the agenda.

All decisions under a conflict of interest will be recorded by the Secretariat and reported in the minutes of the meeting. The report will record:

- the nature and extent of the conflict

- an outline of the discussion
- the actions taken to manage the conflict

All relevant interests will be recorded on a register of interests, which will be maintained by the Secretariat and made available to the Advisory Board Chair.

WHAT INTERESTS OR ACTIVITIES SHOULD BE DECLARED?

Examples of potential for conflict of interest include but are not limited to:

- any financial interest with any organisation or individual with whom the Safe Sport International partners or competes
- trusteeship in an organisation
- voluntary work in an area of operation with a link to Safe Sport International
- significant participation in any campaigning or political body (such as running for office)
- details of any non-working relationship with any supplier of services including consultants, funders, or partners of the Safe Sport International
- the offer or receipt of a gift from a third party (or unusual level of hospitality – see more specific section ‘Entertainment’ below).

Conflicts of interest can arise indirectly for example if any of the above situations arises with a person with whom you are connected. Connected persons by way of example only include:

1. Someone you live with or a family member;
2. A business partner;
3. A company in which you or someone connected to you held a significant interest, for example more than 1% of the shares;
4. Someone who also provides services or goods to you.

ENTERTAINMENT AND GIFTS

No gift or entertaining may be given or received that is on such a scale that it creates any actual or perceived conflict of interest. It would create a conflict if for example it forms an inducement to do business which would not otherwise be carried out.

Examples include:

1. Cash payments
2. Gifts e.g. hampers, flowers
3. Provision of meals, holidays, entertainment or events tickets
4. Any benefit which is out of proportion to a normal business relationship
5. Any other benefit which would be likely to create concern

Consideration must be given to the frequency with which gifts/entertainments are provided as well as the amount involved.

FAILURE TO DISCLOSE

Safe Sport International’s reputation is absolutely critical to the delivery of its mission. If you fail to declare an interest, your failure may give rise to disciplinary action, including removal from the Advisory Board or as a Trustee where a serious failure occurs.

You may feel that a situation is not likely to create a conflict but it is better to err on the side of caution and disclose. Where the nature or extent of the conflict changes after disclosure you should disclose that change.

Annex: Conflict of Interest Declaration

I [insert name] as [Trustee or Advisory Board] member for Safe Sport International, have set out below my interests in accordance with the Initiative's Conflict of Interest policy.

Category	Please give details of any interest and whether it applies to yourself, or a close personal connection
Current and prior employment where you have a financial interest	
Appointments, voluntary or otherwise, e.g. trusteeships, directorships, tribunals etc.	
Membership of any professional bodies, special interest groups or mutual support organisations	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings (>5% of issued capital) and beneficial interests	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months	
Family connections where relevant, such as a spouse/partner working for a similar Initiative	
Any contractual relationship with Safe Sport International	
Any other conflicts not covered above	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Signed:

Date: