

## **INTERNATIONAL FLOORBALL FEDERATION CONFLICT OF INTEREST/CONFIDENTIALITY POLICY AND GUIDELINES**

The purpose of this policy is to protect IFF's interests when it is considering entering into a transaction or arrangement that might benefit the private interest of a Central Board member, a member of the staff or a member of a committee with powers delegated by the Central Board or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

### **§ 1. SCOPE OF APPLICATION**

This Policy applies to members and employees of International Floorball Federation (IFF), members of the Central Board (the Board) and to members of any other committee or body appointed by IFF, with actual or delegated decision making powers.

### **§ 2. POLICY STATEMENT**

A member of the Board or a committee, or any other person covered by the policy as set out above, may not participate in any discussion on any subject brought before the Board or a committee, panel, group or other body for consideration and decision if that member has or may have, directly or indirectly, an interest in the outcome of the consideration and decision of that subject without first declaring the conflict of interest and may not vote on any such subject.

Employees of the IFF are to avoid actual or potential, present or future conflicts between personal interests and official duty or work related activities.

### **§ 3. WHAT IS A CONFLICT OF INTEREST?**

A conflict of interest exists when:

- the personal or business interests of a person covered by this policy may influence his/her ability to put the interest and welfare of the IFF before personal or business interests or where someone is likely to perceive that that person could be influenced.
- an individual stands to benefit directly/indirectly from information received by, or a decision of the Board, committee or body or where someone might reasonably perceive there to be such a benefit.
- an individual has two separate and competing interests and it may be unclear as to which interest he/she is acting for.

### **§ 4. COMMON INSTANCES OF CONFLICT OF INTEREST**

In assessing the situations described in Paragraph 3 above, direct as well as indirect interests must be taken into account. This also includes the interests of a third person such as a parent, spouse, relation or dependent. The following non-exhaustive list shows examples of common instances of conflict of interest:

- Where a person has personal interests in business transactions or contracts that the IFF may enter into.
- Where a person has an interest in other organizations that have dealings or relationships with the IFF and when matters involving the interest of both the IFF and the other organization are being considered.
- Where a person has interests in any joint ventures with external parties which the IFF may enter into.
- In recruiting staff with close relationships (i.e. those who are more than acquaintances) with those persons covered by this policy.
- Any employment or income received from work undertaken within sport.
- Any income received from sport as a partner, director or employee within a firm or company.
- Any sponsorship personally received.
- Any contracts with a sport for the provision of services or goods for profit.

## **§ 5. DEALING WITH CONFLICTS OF INTEREST**

### **5.1 General Principles**

Each person has a duty to avoid any case of conflict of interest.

Faced with a situation of an actual or potential conflict of interest, the person must disclose the actual or potential conflict of interest to the Board/committee or body concerned or, if an employee, to the secretary general.

Pending determination of the question, the person concerned should refrain from expressing any opinion, participating in any discussion, or from voting on any subject until the question is finally determined as provided in the following sub-paragraphs.

### **5.2 Central Board Members**

If the person concerned is a Central Board member, the Central Board is responsible for taking a decision concerning the management of the conflict of interest.

If the Central Board cannot reach a decision, the Central Board may refer the case to the IFF Ethics Commission for a determination in accordance with the Commission's Rules concerning Conflicts of Interests.

### **5.3 Members of committees or bodies appointed by the Central Board**

If the person concerned is a member of a Committee or other body then the committee/body is responsible, in the first instance, for taking a decision concerning the management of the conflict of interest.

If the Committee/body cannot reach a decision, the committee/body Chair must refer the case to the Central Board for resolution.

If the Central Board cannot reach a decision, the Central Board may refer the matter to the IFF Ethics Commission for determination in accordance with the Commission's Rules concerning Conflicts of Interests.

#### **5.4 Staff Member**

If the person concerned is an employee, the secretary general is responsible, in the first instance, for taking a decision concerning the management of the conflict of interest.

If the secretary general cannot reach a decision, he/she must refer the matter to the Board for determination.

#### **5.5 Final Decision**

In any matter that is referred to:

- The IFF Ethics Commission under paragraphs 5.2 or 5.3, or
- The Central Board under paragraph 5.4,

the decision of the IFF Ethics Commission or the Board, as the case may be, shall be final and binding on the IFF and the person(s) concerned and there shall be no further appeal.

### **§ 6. DECLARATION OF INTEREST**

Immediately following their election, appointment or commencement of employment, as the case may be, every person covered by this policy shall declare in writing all business, sport or other personal interests which might result in a conflict of interest, actual or potential, in the discharge of their responsibilities. The Declaration shall be in the form annexed as Schedule A.

If at any time following the filing of his or her Declaration there occurs any material change in the information contained in the Declaration given, he/she shall file a supplementary Declaration describing such change, as soon as reasonably possible.

A Register of the business, sport and other personal interests as declared by all persons covered by this policy, which may conflict with the discharge of their responsibilities will be maintained by the IFF secretary general, and updated if a supplementary Declaration is filed.

The Register will be made available at the IFF Office for inspection by any member of the Board or any other person authorized by the President or the secretary general of the IFF.

### **§ 7. CONFIDENTIALITY**

All discussions at meetings of the Board and committees or bodies are confidential. Members of the Executive Board and others covered by this policy must not disclose to any third parties any discussions that take place at meetings, apart from what is disclosed in the minutes of that meeting.

The official record of all meetings of the Board and committees and other bodies appointed by the Board are the minutes of those meetings.

All official announcements, statements and correspondence (in all forms) on behalf of the IFF may only be made by the President, the secretary general or any other person authorized by them to do so.

**INTERNATIONAL FLOORBALL FEDERATION CONFLICT OF INTEREST DECLARATION**

**PREAMBLE**

The IFF has adopted a Conflict of Interest/Confidentiality Policy and Guidelines ("Policy").

The Policy applies to all members of the Central Board, all members of committees or bodies appointed by the Board and to all IFF employees.

All persons to whom the Policy applies are required to recognize and avoid participation in any activities that involve, might appear to involve, or could result in, an actual or potential conflict of interest.

All persons to whom the Policy applies must also ensure compliance with the provisions of the Policy with respect to Confidentiality.

A conflict of interest is defined in paragraph 3 of the Policy.

Details of the person making this declaration are contained in the Schedule.

**DECLARATION**

I the undersigned DECLARE as follows:

- I have read, understand and accept the Policy.
- I do not have nor do I presently anticipate having any conflict of interest, actual or potential, other than as set out in this completed Declaration.
- I agree to make immediate disclosure of any actual or potential conflict of interest arising after the date of this declaration.
- I agree to be bound by the decision of the person or body authorized to make decisions under the Policy.

Name (in full): ..... Address: .....

.....

..... Position held in IFF: .....

Details of Conflict of Interest ..... (actual or potential)

.....

..... Date: ..... / ..... / 20 ...

Signature: .....