



2019 Conflict of Interest Policy

Date Created: 18/09/2019

Authored by:

Approved by the Board on:

## Table of Contents

1 Purpose	2
2 Key Concepts and Definitions	2
3 Scope	3
4 Policy Statement	3
5 Relevant Legislation	3
6 Disclosure and Management	3

### More information

If you have a query about this policy or need more information please contact [info@worlddodgeballfederation.com](mailto:info@worlddodgeballfederation.com)

#### *Policy owner*

*The World Dodgeball Federation is responsible for this Conflict of Interest Policy and the Conflicts of Interest Procedures.*

*The World Dodgeball Federation is responsible for reviewing and evaluating the effectiveness of the policy and procedures on an annual basis.*

## 1 Purpose

The World Dodgeball Federation is committed to conducting business and delivering services in a fair, transparent, accountable and impartial manner. This Conflict of Interest Policy deals with situations in which an employee or any official representative of a member organisation may have an actual, perceived or potential conflict of interest between their public role and their personal interests.

The purpose of this policy is to set out a framework for employees, official representatives of member organisations and any other relevant persons to identify, disclose, manage and monitor conflicts of interest. Resources, including decision-making tools and templates will be made available upon request to assist relevant persons to deal with conflicts of interest.

## 2 Key Concepts and Definitions

A conflict of interest arises from a conflict between the performance of public duty and private or personal interest.

Personal interest includes the private, professional or business interests of a person, or of the individuals or groups with whom they have a close association. Personal interests may be pecuniary or non-pecuniary.

- Pecuniary: a pecuniary interest refers to an actual or potential financial gain or loss for the person, their family, friends or close associates.
- Non-pecuniary: a non-pecuniary interest refers to an interest that is not financial or monetary but arises from such things as personal relationships, beliefs or involvement in social, cultural, religious or sporting activities.
- A conflict of interest may be actual, perceived or potential.
- Actual: an actual conflict of interest occurs when there is a conflict between a person's official duties and responsibilities in serving the public interest, and their personal interest.
- Perceived: a perceived conflict of interest occurs when a reasonable person, knowing the facts, would consider that a conflict of interest may exist, whether or not this is the case.
- Potential: a potential conflict of interest occurs where a person has a personal interest that could conflict with their official duties in the future.

Official representative of a member organisation refers to any official representative of a member organisation of the World Dodgeball Federation who is acting for or on behalf of the World Dodgeball Federation.

### 3 Scope

This policy applies to all persons and organisations administered by or working on behalf of the World Dodgeball Federation including:

- Employees, whether full-time, part-time, fixed-term or on contract;
- Board or committee members;
- Volunteers; and
- Suppliers or consultants whose contracts specify that they are bound by this policy.

### 4 Policy Statement

A conflict of interest may affect a person's judgement as to what is in the public interest or may lead to a bias in their decision making. It is not always possible to avoid a conflict of interest. A conflict of interest is not necessarily unethical or wrong. It is important that any actual, perceived or potential conflict of interest is identified, disclosed and effectively managed (including avoided if possible). Management of conflicts of interest must be fair, transparent, accountable and free from bias.

Persons and organisations to whom this policy applies must:

- Disclose any actual, perceived or potential conflict of interest;
- Seek independent advice about how a conflict will be managed; and
- Are encouraged to report any actual, perceived or potential conflict of interest that they observe.

Information on how and to whom disclosures or reports must be made, the roles and responsibilities of various persons, steps or processes that may be used to avoid or manage a conflict of interest, and how a conflict of interest is to be recorded and reported will be made available upon request to all relevant parties.

### 5 Relevant Legislation

Relevant local statutes may impose obligations in relation to disclosure and/or management of a conflict of interest. These relevant local statutes should be followed wherever possible.

### 6 Disclosure and Management

Official representatives of member organisations must disclose to the World Dodgeball Federation Executive Committee, and take reasonable steps to avoid, any conflict of interest in connection with their activities on behalf of the World Dodgeball Federation.

Official representatives of member organisations or employees engaged in activities related to procurement activities on behalf of the World Dodgeball Federation must

complete and submit to the World Dodgeball Federation Executive Committee conflict of interest declaration and take steps to avoid involvement in any procurement activity where any conflict of interest (actual or perceived) may arise.

Where a conflict of interest has been identified by or disclosed to the World Dodgeball Federation Executive Committee any employees or official representatives of member organisations involved must abide by any recommendations made by the World Dodgeball Federation in relation to the management or avoidance of the highlighted conflict of interest.