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SPÓRT ÉIREANN
SPORT IRELAND



Conflict of Interest Policy





Introduction

This document explains the Kickboxing Ireland (“**KBI**”) Conflict of Interest Policy (the “**Policy**”) and the steps that must be taken when an interest is declared or discovered. This policy applies to KBI Executive Members and Chairman of the various committees (collectively the “**Committees**”) within **KBI** to regulate, form and administer the sport.

Why we have a policy

KBI aims to embrace a philosophy of disclosure and fosters an attitude of openness and integrity. This document explains the Policy and attempts to deal with the issue in ways that are fair to the Committees and enable KBI to function while protecting integrity and providing unbiased advice.

Definitions

Conflict refers only to personal, established interest of individuals covered by the Policy, and not to philosophical and or professional differences of opinion.

A Conflict of Interest would include, but not be limited to where an individual’s personal or family interests and, or loyalties conflict with those of KBI.

KBI Policy

It is the policy of KBI that no Committee member will take personal advantage of his or her role by allowing a situation to exist that may be construed as a conflict of interest.

In addition, KBI intends to ensure with reasonable prudence that no Committee member creates the appearance of realizing financial gain of any nature or amount from its actions.

It is also the intent to carry on activities in accordance with the highest ethical standards. Adoption of the Policy is, therefore, a reaffirmation of intent that Committee members practice the highest ethical standards and act in the best interests of KBI and in accordance with KBI’s governing documents.

Committee members should, therefore, not engage in conduct / activity that might reasonable be interpreted by KBI members as being inconsistent with the Policy.

What is a Relevant Interest?

An interest should be declared if an individual considers it relevant to their duties and that there is, therefore, a risk of it being reasonably perceived as biasing their decisions while conducting their duties. The test is whether ‘an external observer, knowing the facts of the situation, would reasonably think that the person might be influenced by the interest’. It is not possible to provide a comprehensive definition of circumstances which necessarily give rise to a conflict of interest, but the following are examples of situations giving rise to perceived conflict of interest. The list is not exhaustive, and in any situation where an individual is uncertain as to the propriety of a given arrangement, advice may be sought from the President.



General Examples

A financial interest held by an individual (or by his or her immediate relative/sor household member/s) in an organisation; examples of such interests are equity holdings in or royalty income from an enterprise from which KBI buys a service. The existence of such an interest does not necessarily imply conflict, but is likely to give an appearance of conflict, and should be declared

Any relationship with a named organisation with which KBI might do business. Such interests would include:

- Ownership or part ownership
- Share holdings
- Directorships
- Serving on a decision making local or national body
- Paid employment or previous employment with an organisation
- Trusteeship or governorship of or employment with, an organisation
- Memberships: membership of professional bodies, trade or other association, or external bodies; or
- Family: specified close family interest in any of the above. In all of the above, individuals are not expected to quantify the extent of a financial interest, merely the fact that one exists. The presumption is always in favour of declaring an interest. If a person is in doubt whether to register an interest, they should declare it or consult with the President.

Registering an Interest

The aim of creating a register is to identify those activities and interests, which individuals consider as carrying a risk of bias in the conduct of their duties. The following process is therefore carried out in order to manage conflicts of interest:

Initial Registration

On joining the Committees, the following individuals are required to complete a Declaration of Interest form (**Appendix 1**) and submit the original to the Honorary Secretary:

- All Committee Members
- Independent committee members.

Forms must be completed on an annual basis. In addition, as circumstances change, individuals must update their statements by informing the staff member responsible for managing the register within 28 days of becoming aware of the change.

Register of Interests

All Declaration of Interest forms, once completed, must be recorded on the register of interests by the Honorary Secretary. The information on the register should include the following for each person registering:



- Name
- Position held
- Nature of the declaration and any possible conflict of interest

The register should be updated annually via the declaration of interest forms. The Honorary Secretary should maintain a database of interests.

Limitations on involvement at meetings

The Chairperson of the meeting will be identified as a facilitator for conflict issues. It shall be his or her responsibility for conducting the process detailed below. The Vice Chair will be identified as the alternate facilitator to act when the facilitator is unavailable or in a position of conflict his, or her self. At the beginning of every meeting, the facilitator will ask whether any individuals present perceive a possible conflict of interest on any of the agenda items for themselves or for any other individuals. The facilitator will use his or her judgement and decide if the declaration actually constitutes an interest in the planned business of the meeting. If viewed by the facilitator that a conflict exists, the individual will be precluded from participation in any discussion of the issue (whether oral or written) and in decision-making. The individual will be excluded from the portion of the meeting for which there is conflict by being asked to leave the meeting when the item may then be discussed. The facilitator should ensure all details of conflict raised are recorded in the minutes of the meeting.

Undeclared Conflicts of Interest

Any failure to declare a relevant interest will be investigated by the Board Chair and President.

Confidentiality

Committee members are always free to declare a conflict, withdraw from a discussion of an issue, or decline from being involved in decision-making when they feel a conflict exists or could be perceived to exist. Personal information disclosed in the context of the management of conflicts of interest, will be kept confidential.



Appendix 1

Kickboxing Ireland Declaration of Interest Form

Section A

This form is to be completed by all Kickboxing Ireland (“KBI”) Executive and Committee Members and returned to the KBI Secretary. Where no interests are to be disclosed, please state “Not Applicable”.

Full Name: _____

Position Held: _____

Note: Individuals are not expected to quantify the extent of a financial interest, merely the fact that one exists. The presumption is always in favour of declaring an interest.

Memberships

	Name and address of Club	Type of Membership	Position Held (if any)	Dates
Details of memberships held (i.e. club membership) which may be significant to, or relevant to, or bear upon the activities of KBI				

Persons Connected

	Name and address of Business	Nature of Business	Position Held	Dates
Details of memberships, employment and, or self-employment held which may be significant to, or relevant to, or bear upon the activities of KBI				



General Declaration of Interests

Do you, or persons connected with you have any other interests that you should report e.g.; a significant financial interest in or a contract with any company providing services to the Irish Sports Council or in a field relevant to your discipline?

(In cases of doubt as to whether you have a disclosable interest please make the disclosure)

Yes: _____

No: _____

If yes, please provide more details:

Declaration

I declare that, to the best of my knowledge and belief, the information I have given in this form is truthful, accurate and complete. I undertake to notify the Honorary Secretary in writing of any changes to this information within 28 days of any such change.

I undertake to ensure that, subject to approval of this Declaration, the interests that I have disclosed will not detrimentally affect my ability to carry out my duties as a KBI Executive or Committee Member.

In making this declaration I consent to the information contained in it being available for inspection in the Register of Interests, as required by KBI's activities.

Print Name: _____

Signature: _____