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# Declaration – Conflicts of Interest

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## **IOF Conflict of Interest Policy**

All Council members, Commission members, staff and volunteers working for the IOF will strive to avoid any conflict of interest between the interests of the IOF on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the Organization's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff, Council and Commission members.

Examples of conflicts of interest include:

- 1 An IOF Council, Commission, staff member or volunteer who also holds a position in a member or partner organisation of the IOF.
- 2 An IOF Council, Commission, staff member or volunteer who has a personal relationship with an athlete, coach, organiser or other person affected by the decision making process.
- 3 An IOF Council, Commission, staff member or volunteer who has a business interest that may be awarded a contract to do work or provide products or services for the organisation or its members or partners.

Upon appointment, each person encompassed by this policy will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and it will be updated as appropriate.

In the course of meetings or activities, persons encompassed by this policy, will disclose any interests in a transaction or decision where there may be a conflict between the organisations best interests and the person's best interests, or a conflict between the best interests of two organisations that the person is involved with.

After disclosure, it is understood that the person affected may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the others present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes of the meeting.

This policy is not meant to supplement good judgment. Staff, volunteers, Council and Commission members should respect its spirit as well as its wording.

Date Adopted: October 14, 2016

**IOF**  
**Register of Interests**

Declaration of Interest

**I have no known interest which conflicts with my position in the IOF**

or,

Person or organization I have an interest in	Nature of relationship and/or nature of conflict of interest

Name

\_\_\_\_\_

Position

\_\_\_\_\_

Signed

\_\_\_\_\_

Date

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Note: Complete one form for each person and send to the IOF Office [iof@orienteering.org](mailto:iof@orienteering.org).