



CONFLICT OF INTEREST AND LOYALTY POLICY

REGISTER OF BUSINESS AND OTHER INTERESTS

The appearance of impropriety can be as damaging as actual impropriety to Europe Triathlon's reputation. As a result, this policy is designed in such a way that compliance therewith will avoid, to the fullest practicable extent, both the perception and incidence of improper situations. A substantial appearance of a Conflict of Interest/Loyalty exists whenever others may reasonably infer from the given circumstances that a conflict exists.

A Conflict of Interest/Loyalty is defined as any personal or financial relationship that could influence or be perceived to influence objectivity when representing or conducting business or other dealings for or on behalf of Europe Triathlon. These relationships include the individual directly involved in the decision making, friends* or family members of the individual. Family members include a spouse, parent, child or spouse of a child, sibling, spouse of a sibling, cohabitating companion or any other individual with a significant familial or familial-like relationship.

Individuals can easily become biased, having unfair preferences, for many reasons. Biased decisions can unfairly benefit the individual decision maker, friends, family, business partners or others within their sphere of influence. Biased decisions are not limited to financial gain. Other examples include decisions that influence race day, social, prestige, position or power gain.

In a relatively small sport conflict of interest and or conflict of loyalty is likely to occur and this is not in itself a problem. However, conflicts must be managed appropriately to avoid perceived or actual bias and safeguard the integrity of the organisation.

This policy is applicable to the Executive Board, Staff, Committees and Working Group members of Europe Triathlon to ensure that any conflicts are appropriately noted and dealt with in a transparent way.

Registering Interests and Loyalty

1. All employees and Executive Board, Committee and Working Group members of Europe Triathlon are required to complete and keep current the register of business and other interests.
2. All business and other interests (loyalty) must be declared. Full details of the business must be given including the full legal name, the type(s) of business carried out and your position within that business whether paid or unpaid. If you are a sole trader or provide services for payment this must be included. All agencies, which you receive or are entitled to receive payment from, must be included. If you have no business or loyalty interests from any sort of business write NONE.
3. If you know of any other unpaid interest which may constitute a conflict of interest or loyalty with your position at Europe Triathlon these must also be declared. For example, a relationship with a club or an LOC, or a relationship with an NF these can all be seen as potential conflicts of interest/loyalty and must be declared.

4. The business or other interests of your partner must also be declared where that interest may be a conflict with the Federation's interests.
5. If in doubt, an interest should be declared and the responsibility rests with the individual member. The President can offer advice and guidance but there is no duty to advise members who are in doubt as to their position or to warn members who may be putting themselves at risk.
6. It is important that this register of interest is kept current. An annual declaration will be required however, please advise the office of any additions or alterations as soon as is practical.
7. So that we can demonstrate transparency and openness, details given will be published on the website. You should retain a copy of this declaration for your own records but the latest version will be available on the website.

Declaring Interests at Meetings

Any interest in matters to be discussed at a meeting of the Executive Board, Sub-Committee or Working Group of the Federation should be declared as soon as possible and practicable after the beginning of the meeting.

Normally, this means that the chair should, as a standing item at the beginning of the meeting, ask if there are any topics on the agenda that might lead to a conflict of interest.

Alternatively, immediately after the conclusion of the previous item on the agenda as soon as the Chair has announced that he/she intends to move on to the item in question any potential conflict should be raised.

The meeting shall consider whether the member should take part in the consideration or discussion or vote on any question relating to the matter affected by the interest or whether he/she should leave the room.

Leaving the room avoids any subsequent accusation that other members were in any way inhibited by the presence of the affected person even though he/she remained silent.

In a relatively small community like Triathlon there will always be occasional conflicts of interest or loyalty which have to be properly managed to ensure that there is no favour gained or that there is no risk of perception that favours were gained.

Gifts

Treat with extreme caution any offer of gifts, favours or hospitality that is made or offered personally. The person making the offer may be seeking to do business with or influence Europe Triathlon without your knowledge.

Working lunches and other social occasions may be a proper way of doing business, provided no extravagance is involved. Nor can there be any hard and fast rules about acceptance of tokens of goodwill on special occasions.

But the affected person is personally responsible for all such decisions and for avoiding the risk of damage to public confidence in Europe Triathlon. All receipts or offers of gifts should be reported to the President.

Confidentiality

You necessarily acquire much information that has not yet been made public and is still therefore confidential. It is a grave betrayal of trust to use confidential information irresponsibly or for the personal advantage of yourself or of anyone known to you. It is therefore essential to treat all information gained as confidential unless it has been agreed otherwise.

All contact between the Federation and the press and media is conducted through the President and Media Team.

Employees are not allowed to deal directly with the press and external media unless instructed to do so by the President.

Executive Board, Sub-committee and working group members should not deal directly with the press or media on matters pertaining to the work of the Federation, Executive Board, Sub-Committees or Working Groups without obtaining the agreement of the President.

Procedure

1. Any Official or Staff member with a conflict of interest:
 - a. Must disclose the interest to the Executive Board, who shall have the authority to either:
 - (1) approve or disapprove the relationship;
 - (2) refer the matter to the Credentials Committee.
 - b. May not be present during or participate in any formal or informal discussions related to the relationship between World Triathlon and the person of concern unless and until notified by the Executive Board or the Credentials Committee; and
 - c. May not be present during any discussion and abstain from voting and from influencing the vote on any matter related to the person or concern.
2. The Executive Board shall disclose decisions taken under 1(a) or 1(b) above in the interest of transparency.

The Executive Board shall disclose decisions taken under 1(a) or 1(b) above in the interest of transparency.

Failure to disclose a Conflict of Interest/Loyalty is in breach of the Constitution and can lead to action including resignation

continued/_

Declaration of Interests

1. An individual panel should be completed for each interest to be registered.

Declaration
Surname:
Forenames:
Position Held:

Interest

Nature of that Interest:
Name of Business/Organisation/Individual:
Duration of the interest
Additional Information (type of business/values if paid/additional background/etc.)

Interest

Nature of that Interest:
Name of Business/Organisation/Individual:
Duration of the interest
Additional Information (values if paid/additional background/etc.)

Interest

Nature of that Interest:
Name of Business/Organisation/Individual:
Duration of the interest
Additional Information (values if paid/additional background/etc.)

Add more boxes as needed

Continued/_

Declaration

I declare that the information shown above is correct and complete and that I have no other business interests or other such interests that might constitute a conflict of interest or loyalty with those of Europe Triathlon.

I declare that I have read and will abide by the World Triathlon Code of Ethics. This can be found [here](#)

I understand that I must notify the Federation if any material changes occur that alter the information given above.

Signature:

Date:

** Where you are unsure whether an interest may or may not constitute a potential conflict of interest it is best to declare this interest. You may seek clarification of interests from the President.*

E-signatures are acceptable