



Conflict of Interest Policy

INTERNATIONAL PRACTICAL SHOOTING CONFEDERATION

CONFLICT OF INTEREST POLICY

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1. Introduction

IPSC is committed to the highest possible standards of openness, probity and accountability as well as conducting business in a manner that ensures business judgment and decision making is not influenced by undue personal interests.

We are expected to act impartially and objectively, and to take steps to avoid any conflict of interest arising as a result of the membership of, or association with, other organizations or individuals.

When the personal interests of members of the IPSC Executive Council, IPSC Committees, Officials and employees (hereinafter referred to as the “Party” or “Parties”), either influence, have the potential to influence, or are perceived to influence their decision making at IPSC, a conflict-of-interest situation results.

This Policy explains the relevant principles and rules for preventing or managing conflicts of interest and how such principles and rules are to be implemented.

2. Goal of the Policy

This Policy explains IPSC’s position regarding conflicts and potential conflicts of interest that may arise during our activities. It also serves to raise awareness about conflicts and to provide guidance on how to manage conflict of interests so that the Parties can act in the best interests of IPSC.

3. What is a Conflict of Interest?

Conflicts of interest may arise where a Party’s personal, family or business interests or loyalties conflict or appear to conflict with those of IPSC. Such conflicts may create problems such as inhibiting free discussions or impair the ability to act or think objectively. This may result in actions or decisions that are not in IPSC's best interests. Even where a Party has acted impartially a perceived conflict of interest can be damaging to IPSC’s reputation.

Examples of potential conflicts of interest include, but are not limited to:

- Awarding a contract to an organization or individual in which a Party has a financial interest or personal connection.
- Having personal or business dealings with organizations which detract from the aims of IPSC.
- Using IPSC facilities to pursue personal business, commercial or consulting activities.
- Personal or close-family involvement in an organization that is attempting to obtain



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a contract or business with IPSC, and you are involved in the pricing or placing of the contract.

All Parties working on any new key projects/procurements/sponsorships etc. should be asked for declarations of any Conflicts of Interest at the outset. 'Nil' declarations should be made where there are none, with both positive and negative declarations recorded in the relevant system.

IPSC recognizes that as we carry out our activities, conflicts of interest may arise. We need to be able to identify and manage these conflicts to reduce the risk of any actual or perceived wrongdoing.

4. Declaration of Interests

IPSC understands that avoiding a conflict of interest may not always be possible or practical. The required action for a Party who does not or cannot avoid a conflict of interest is to disclose it.

Having a conflict of interest is not necessarily wrong. However, it can become a problem or a legal matter if a Party tries to influence the outcome of business dealings for direct or indirect personal benefit. This is why transparency, in the form of disclosure, is critical and helps to protect the integrity and reputation of IPSC the Party.

The onus is upon each of us, as Parties of a recognized International Sport Confederation, to declare any actual or potential conflict of interest at the earliest opportunity. It is not the responsibility of IPSC to seek this out.

To manage the identification of potential conflicts of interest all Parties are required upon election/appointment to complete a Declaration of Interest Form. On an annual basis each Party may be required to review and update the declaration of conflicts of interest.

Parties should declare in respect of themselves and their immediate family (spouse/partner, children, and parents) the following interests:

Membership or involvement with sports club and/or governing bodies of sport

Membership or involvement with other organizations that might be eligible to apply to IPSC for financial support

Commercial interests in companies and organizations that may undertake business with IPSC

Secondary employments that may impact the Party's ability to prioritize work at IPSC.

Where Parties are unsure about whether they should declare an interest, they should seek guidance from the IPSC administrative office. However, as a general guide, they should ask themselves "Would the reputation of IPSC and my own reputation be damaged if



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this was reported in a national newspaper?" "Is my flexibility or capability to prioritise IPSC work affected by this activity?"

Parties are responsible for amending their declarations of interests as soon as possible following any change in their circumstances and for reviewing their declaration of interests at least annually regardless of any changes in circumstances.

5. Addressing a Conflict of Interest

Addressing a conflict of interest is the process of identifying and implementing strategies and practices to minimize the risks associated with the disclosed conflict of interest. One example: if a Party's spouse is a Senior Executive at a potential IPSC sponsor, the IPSC Administration may decide the best way to mitigate potential risks to the interests and reputation of IPSC is to exclude the Party from any role where he/she can make decisions about or influence the outcome of that sponsor's activities.

Addressing a conflict of interest is the responsibility of the IPSC Secretary. Specifically, IPSC expects the Secretary to:

- Treat the information disclosed by Party with appropriate confidentiality and without bias
- Fairly evaluate the conflict-of-interest situation disclosed by the Party, including the risks to the business interests and reputation of IPSC
- Seek guidance if needed from the Executive Council and Disciplinary Committee
- Make a pragmatic decision to address the conflict of interest so that risks to IPSC are minimized and the personal interests of the Party are protected as far as possible
- Communicate the decision and its reasoning to the Party and follow up to ensure the individual understands and complies with it
- Retain documentation of the decision using the standard Conflict of Interest Form and provide a copy to the Party.

Many conflicts of interest situations can be addressed in a simple and mutually acceptable manner; pro-active, open dialogue between the IPSC Administration and the relevant Party is essential to support this outcome.

6. Preventing Conflicts of Interest from Affecting Decision Making

IPSC expects the affected Party to be absent from any part of any meeting where an issue affecting him/her is discussed or decided - the individual should not vote or be counted in deciding whether a meeting is quorate.

Withdrawing from decision making means withdrawing when the initial discussions and decisions take place, and from any subsequent discussion or decision making on the issue.

No Party should vote on a question in which he/she has a direct personal or pecuniary interest not



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common to other members of the organization. For example, if a motion proposes that the organization enter a contract with a commercial firm of which the Party is an officer and from which contract, he/she would derive personal pecuniary profit, the Party should abstain from voting on the motion. However, no Party can be compelled to refrain from voting in such circumstances.

7. Monitoring and Review

All newly elected/appointed Parties will be asked upon joining to complete a declaration of conflicts of interest form.

Additionally, on an annual basis, each Party may be required to review and update the declaration of conflicts of interest.

IPSC's internal and external auditors may periodically review our declaration of interest forms to assess whether we are properly managing our conflicts of interest.

Additional declarations may be requested in the event of Parties working on any new key projects/procurements/sponsorships etc. at the outset. 'Nil' declarations should be made where there are none, with both positive and negative declarations recorded.



Annex 1. Declaration of Conflict-of-Interest Form.

IPSC Declaration of Interest Form	
Person or Organization	Nature of relationship and/or nature of conflict of interest
<i>e.g. Jane Doe, Memberships Manager</i>	<i>Sister-in-law</i>
<i>e.g. Super Sports Arena LLC</i>	<i>Committee Member</i>
Name:	
Position:	
Signature:	
Date:	