



# CONFLICT OF INTEREST POLICY

Last Update: 1<sup>st</sup> May 2023

## **SECTION 1: POLICY STATEMENT**

World Archery Africa (WAAf) is committed to sustaining an ethical environment free of conflicts of interest and perceived conflicts of interest. Each Decision Maker (as defined below) has the responsibility to administer the affairs of WAAf honestly and prudently, and to exercise their best care, skill, and judgment for the sole benefit of WAAf. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with WAAf or knowledge gained therefrom for their personal benefit.

The interests of the federation must be the first priority in all decisions and actions. A “Conflict of Interest” or “Conflict” exists when a Decision Maker acts on behalf of WAAf in connection with a transaction to which WAAf is a party, where the Decision Maker’s` actions or relationships present the potential for improper personal gain or advantage, or for an adverse effect on the interests of WAAf or where the Decision Maker’s actions or relationships create the appearance that the Decision Maker will not be able to put WAAf ‘s interests first.

## **SECTION 2: PERSONS CONCERNED**

This Conflict of Interest Policy is applicable to all USAA Decision Makers. “Decision Makers” include, but are not limited to, members of WAAf Executive Board officers, Ad-hoc committee members, hearing panel members, employees, and volunteers.

## **SECTION 3: AREAS IN WHICH CONFLICTS MAY ARISE**

This policy provides examples of situations that create conflicts of interest as a guide to the types of transactions, agreement or relationship involving the sale or purchase of goods, services, or rights of any kind.

- Persons and firms supplying goods and services to WAAf;
- Donors and others supporting WAAf;
- Agencies, organizations, and associations which affect the operations of WAAf;
- Family members, friends. A “Family Member” is defined as a spouse, parent, child or a spouse of a child, brother, sister, or spouse of a brother or sister, of a Decision Maker.
- in the context of athlete or team selection when a Decision Maker participates in a selection decision that involves or impacts an athlete with whom the Decision Maker has a direct or indirect relationship, or when a Decision Maker participates

#### **SECTION 4: DISCLOSURE POLICY AND PROCEDURE**

Decision Makers should, in the first instance, attempt to avoid all relationships and activities which may give rise to a potential conflict of interest, whether or not listed expressly in Section 3.

Good governance procedures make it compulsory for conflict of interest disclosures to be required from each Decision Maker where their actions or relationships create the appearance that the Decision Maker will not be able to put WAAf's interests first.

#### **SECTION 5: PROCEDURES FOR ADDRESSING POSSIBLE CONFLICTS OF INTEREST WITH RESPECT TO TRANSACTIONS OR BUSINESS OF WAAf**

In the event a possible conflict of interest exists with respect to a proposed transaction, promptly and before any decision is made regarding the proposed transaction, the proposed transaction shall be addressed as follows:

- The interested person must make a presentation to the Executive Board, which may be convened telephonically, regarding the transaction or arrangement involving the possible conflict of interest.
- The Executive Board shall review alternatives to the proposed transaction or arrangement.
- After exercising due diligence, it shall be determined whether with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest is possible.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, by a majority vote, the decision whether the transaction or arrangement is in WAAf's best interest, for its own benefit, and whether it is fair and reasonable.

#### **VIOLATIONS OF THE CONFLICTS OF INTEREST POLICY**

- If there is reasonable cause to believe a Decision Maker has failed to disclose actual or possible conflicts of interest, the Executive Board shall promptly inform the Decision Maker of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Executive Board determines the Decision Maker has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
- While any such failure to disclose an actual or possible conflict of interest is under investigation, the Decision Maker shall be precluded from engaging in further decisions of WAAf that bear any relation whatsoever to the matter that is the subject of the actual or possible conflict of interest.