

IGF CONFLICT OF INTEREST POLICY

Version: November 2016
International Golf Federation / Executive Director's Office

POLICY OBJECTIVE

To be establish a procedure to deal with an occurrence of conflict of interest with all IGF employees, Board Members, all members of committees, contractors, employees of contractors and subcontractors and any persons or organisations belonging in any capacity to the IGF.

SCOPE OF APPLICATION

The IGF Conflict of Interest Policy ("Policy") applies to all IGF employees, Board Members, all members of committees, contractors, employees of contractors and subcontractors and any persons or organisation belonging in any capacity whatsoever to IGF.

CONFLICT OF INTEREST

When can a conflict of interest occur?

A conflict of interest occurs where an employee, a board member, a contractor or any other person or organisation bound by this policy's behaviour, actions or activities:

- conflict with the effective performance of duties;
- diminish the credibility, integrity or good standing of the IGF;
- provide an unfair advantage or inequitable treatment to a supplier, potential supplier, client or stakeholder of the IGF;
- results in the use of their position or any intellectual property of the IGF in outside activities, remunerated or not;
- provide an unfair advantage to a family member or family company.

Conflict of interest can occur through:

- receiving a pecuniary or financial interest;
- personal or business relationships or activities; and
- as a member, official or representative of an outside organisation.

PROCEDURES TO DEAL WITH CONFLICT OF INTEREST

The procedures for managing conflict of interest cover that:

- It is the personal responsibility of each person bound by this policy to avoid any case of conflict of interests.
- If faced with a situation of a real or potential conflict of interest, it is the responsibility of each person facing such real or potential conflict to notify the IGF Integrity Committee Chairman. The person must then refrain from publicly expressing an opinion, from making or participating in making a decision, or accepting any form of benefit whatsoever in connection with the relevant matter.
However, if the person does not wish to withdraw from the relevant matter or if the person is uncertain as to the steps to take, the person must inform the IGF Integrity Committee Chairperson of the situation; the IGF Integrity Committee Chairperson then takes the steps described below. The information given will be kept confidential.
- It is the IGF Integrity Committee's responsibility to decide whether :
 - there is or could be a conflict of interest ;
 - to ask the person to remove the source of conflict;
 - the person should be forbidden to be involved from part or all of the action or from the decision of the IGF party at the root of the conflict;

Declaration of conflict of interest

- Prior to an election, appointment or in a selection process, as the case may be, every person bound by this policy will be required to declare any real or apparent conflict of interest.
- Before taking up his or her function, the person may be required to remove the source of any existing or potential conflict of interest.

Undeclared conflict of interest

In the event that a person neglects to declare a situation of a potential conflict of interest, the IGF Integrity Committee Chairperson may decide to refer the matter to the IGF Tribunal for review and potential disciplinary action.

IGF CONFLICT OF INTEREST POLICY
ATTACHMENT A
CONFLICT OF INTEREST DECLARATION FORM

I acknowledge that I have read, understand and accept the IGF policy on Conflict of Interest. I do not have nor do I presently anticipate any real or potential conflict of interest as set out in this Policy. I agree to make immediate disclosure of any real or potential conflict of interest.

Name in full

Address:
.....
.....

Position held

Details of Conflict of Interest
(Actual or Potential)

Signature:

Date:/...../20.....