



Policy 4: Conflict of Interest Policy

4.0 Conflict of Interest Policy

Conflict of interest arises whenever the personal or professional interests of the BAA Executive or Sub Committee members are potentially at odds with the best interests of the organisation.

The Executive Committee performs services for the organization, or proposes that a relative or friend be considered for an identified position. Such transactions are perfectly acceptable if they benefit the organization and if the Executive make the decisions in an objective and informed manner.

To avoid loss of membership, confidence and a damaged to reputation that are the most likely results of a poorly managed conflict of interest and because members' confidence is important to the British Aikido Association it will take steps to avoid even the appearance of impropriety.

4.1 These steps will include:

- a. Adopting a conflict-of-interest policy that prohibits or limits business transactions with Executive members and requires Executive members to disclose potential conflicts.
- b. Disclosing conflicts, when they occur so that Executive members who are voting on a decision are aware that another member's interests are being affected.
- c. Requiring Executive members to withdraw from decisions that present a potential conflict.
- d. Establishing procedures, such as open elections to voluntary job roles and competitive tendering, that ensures that the organization is receiving fair value.
- e. Publishing to the membership and making public all personal expenses and expenditure of the Executive, on behalf of the organisation and its membership, to ensure transparency and openness.

4.2 Conflict of Interest Statement and declaration: For Executive Committee Members, Officers, Sub Committee Members, Members, and certain Coaches

No member of the Executive Committee, or any of its Sub Committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the British Aikido Association.

Each individual shall disclose to the organization any personal interest that he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.

Any member of the Executive Committee, or who is an officer, a committee member, or selected coach of a client organization or vendor of the British Aikido Association shall



identify his or her affiliation with such agency or agencies; further, in connection with any committee or Executive action specifically directed to that agency, s/he shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full committee.

Any member of the Executive, any Committee, Staff, and certain Coaches shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation. At this time, I am an Executive member, committee member, or an affiliate of the following organizations:

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the BAA which has resulted or could result in personal benefit to me.

A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the BAA

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the BAA.

Date: _____

BAA Role: _____

Signature: _____

Printed: _____