



Conflict of Interest Policy

Date	Version	By	Remarks
28 March 2008	1	Ashiq Idris	Created
16 June 2011	1.1	Eugene Ong	Reviewed and Re-write
14 October 2013	1.2	Eugene Ong	Reviewed and Updated
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Definitions

Abbreviation	Definition
TS	Triathlon Singapore
Exco	Executive Committee
MC	Management Committee
Representative	An elected TS Exco or MC member, secretariat staff, or any coaches, technical officials, volunteers, athletes appointed by TS
Interest	Any commitment, investment, relationship, obligation or involvement, financial or otherwise that may influence a person's judgement. This includes: <ul style="list-style-type: none"> - Direct Interest: Ownership of a business rendering a service to TS - Indirect Interest: Ownership of another entity, that will be beneficially advantaged - Vested Interest: Personal Stake or involvement, which may or may not include an expectation of financial gain - Deemed Interest: a spouse or partner's interest in a business involving TS

Introduction

As the national governing body of the sport of Triathlon in Singapore, TS have an obligation to act in the best interest of the community. Hence, there is a need to avoid situations where there may be actual, potential or perceived conflicts of interest, which may arise where a representative's personal or family interest conflicts with those of TS.

Such conflicts may result in the following:

- compromise and potentially influence judgements while exercising their duties as a representative of TS
- restricts free discussion, thus resulting in impartial decision making
- going against our mission of exercising fair and judicious supervision of the sport
- going against our practice of transparency, accountability and having good disclosure

This policy is created to provide a framework for all representatives of TS in declaring conflict of interest, thus protecting both TS and its representatives from any impression of impropriety.

Definition of Conflict of Interest

A conflict of Interest arises when the personal interests of a representative may potentially interfere with the conduct of their duty as a representative of TS. When actual, potential or perceived conflict of interest arises, the integrity, fairness and accountability of the representative may be affected, which could impede the best interest of TS.

This may include, but not limited to the following examples:

1. Hiring a relative or friend as an employee, or as a vendor
2. Buying or Selling goods and services from/to a family business
3. Holding a position in another organisation, where activities may be in direct conflict or competition with TS
4. Having an intimate relationship with another representative, where there is an immediate reporting relationship
5. Professional Services rendered to TS, which may or may not include any financial gains.

Procedures

1. All representatives of TS shall declare in writing the nature and extent of any interest in any matters govern and supervised by TS, which may result in a conflict, actual, potential or perceived.
 - This declaration is to be made on the "Declaration of conflict of Interest" Form, signed and file annually during AGM, or as soon as reasonably possible.
 - At any point of time where there are any changes, additions or deletions in the information declared, a supplementary declaration describing such change should be made and file, as soon as reasonably possible.
2. All representative of TS shall not participate in any discussion, on any matters where they have a conflict of interest, declared either in writing or orally.
 - the declaration shall be made before the start of the discussion.
 - the conflicted representative may participate in the discussion, only if unanimously invited to do so by the other representatives present in the discussion.
 - the conflicted representative shall strictly, not be allowed any rights of decision making or voting in that matter of discussion.
 - any such declaration shall be recorded into the minute, related to the meeting at which such discussion occur.
3. During any discussion, representatives are strongly encouraged to point out another representative who might have a conflict of interest, whether actual, potential or perceived.
 - should there be any disagreement between the 2 representatives, which cannot be resolved by the other representatives, both parties shall not participate in the discussion and/or any resulting decision making or voting.
 - the unresolved allegation, whether intentional or unintentional, shall be referred to the TS Disciplinary Committee to be dealt with in accordance to the TS "Complaints Policy".

Violations

Any violation will result in members facing disciplinary action from the disciplinary committee, and may result up to and including termination from employment, or removal from the MC, and/or expulsion from being a member of the sub-committee.

Data Privacy

Representatives agrees and consent to TS collecting, processing, disclosing and using personal information for the purpose of the implementation of this policy, any investigations, discussions, disciplinary proceedings, historical and statistical records, and any other reasonable purpose in order for TS to discharge its administrative and management functions.

Form: Declaration of Conflict of Interest

I have read and understand the Triathlon Singapore’s Conflict of Interest Policy. As a representative of Triathlon Singapore,

- I declare to the best of my knowledge information and belief that there are no circumstances I am aware of that may be construed as a conflict of interest

- I declare that I have a conflict of interest, actual, perceived or potential.

The details as follow:

Area of Conflict	Details
I am affiliated* to a member, club of TS	
I am affiliated* to an entity that may provide services to TS	
I may be rendering professional services to TS	
Others:	

*Affiliated refers to:

- being connected to another party who could be one of the following: Spouse, domestic partner, child, parent, sibling or close associates.
- being under the employment, or holding onto any position

Name	
Area of Representation	
Sign	
Date	