

# USA National Karate-do Federation



## Conflict of Interest Policy

Version 2.0 - July, 2017





## **USA National Karate-do Federation Conflict of Interest Policy July 2017**

The USA National Karate-do Federation (USA Karate) requires that its Board members, employees, members and volunteers recognize and avoid activities or investments which involve, might appear to involve, or could result in a potential conflict of interest. In order to ensure that all conflicts of interest, potential conflicts of interest and perceived conflicts of interests are properly addressed, all Board members, employees and volunteers are required annually to complete a Conflict of Interest Disclosure Form (Disclosure Form). New employees are also required to complete a Disclosure Form when they join USA Karate.

The purpose of the Disclosure Form and annual disclosure process is to enable the self-identification of conflicts and potential conflicts. A conflict of interest exists when an individual's activities or interests interfere with, influence, or have the potential to interfere with or influence his or her responsibilities on behalf of the USA Karate or undermine the interests of the USA Karate.

Examples of potential conflicts of interest are listed below. If one is unsure whether a specific activity creates a conflict of interest or perceived conflict of interest, it is better to disclose it. For purposes of the USA Karate's disclosure process, "family member" includes spouse, child, stepchild, parent, sibling, domestic partner, parent of spouse/domestic partner, sibling and child of domestic partner.

Potential conflicts of interest that should be disclosed, include, but are not limited to:

- Owning a business, maintaining a second job or providing goods or services under a provider, contractor or consulting agreement with a business which provides goods or services to the United States Olympic Committee (USOC), USA Karate or any National Governing Body (NGB).
- An individual or a family member acts as an agent, representative, or consultant to a business whose interests may conflict with the interests of the USA Karate.
- An individual participates in activities, or maintains interests that interfere with the satisfactory performance of USA Karate work assignments on behalf of the USA Karate (this could include outside employment,



membership on Boards or any other non-work activity that interferes with their ability to devote his/her full time to their USA Karate responsibilities).

- An individual or their family members are involved in outside Olympic related organizations or committees (whether as an employee, Board member or volunteer) such as Bid Committees, NGBs, (International Federations (IFs), the International Olympic Committee (IOC), National Olympic Committees (NOCs), and Pan American Sports Organization (PASO).
- An individual or their family members hold a position of executive, officer or director of Pan American Karate Federation (PKF), World Karate Federation (WKF) or other sport organization that interacts with the USA Karate.
- An individual or their family members have a business relationship with a sponsor, supplier, licensee or vendor of the USA Karate.
- An individual or their family members have substantial personal or family financial interests in a potential or actual supplier or sponsor. (1% of issued and outstanding securities of corporations whose securities are traded publicly.) Ownership of mutual funds is excluded from disclosure.
- An individual solicits gifts or gratuities using their USA Karate role.
- An individual accepts discounts, gifts or gratuities valued at more than \$100.00 from an entity doing business with the USA Karate or an entity seeking business with the USA Karate.
- An individual awards USA Karate business to, or provide favorable treatment to, a business owned or controlled by a volunteer, family member or personal friend.

The disclosure of a conflict or potential conflict will not necessarily prohibit involvement in the disclosed activity or with USA Karate. Rather, the Ethics Committee will review each disclosure individually. Actions may be recommended to protect the individual and the USA Karate from conflicts. These actions may include limitation of involvement, separation from certain USA Karate activities or requests to cease the activity in question. All follow-up will be discussed with the individual Board member, employee or volunteer directly. If necessary, managers will also be included in the discussion.

