



## **Conflict of Interest Policy and Guidelines**

*(Please complete declaration form on the last page of this document)*

### **I. Scope of application**

This Policy applies to members of International Climbing and Mountaineering Federation (UIAA) Executive Board (the Board) and to members of any other committee or body appointed by UIAA and to staff employed by the UIAA, in any capacity, temporary or permanent, with actual or delegated decision making powers.

### **II. Policy statement**

A member of the Board or a committee, or any other person covered by the policy as entitled above, may not participate in any discussion on any subject brought before the Board or a committee, panel, group or other body for consideration and decision if that member has or may have, directly or indirectly, an interest in the outcome of the consideration and decision of that subject without first declaring the conflict of interest and may not vote on any such subject.

Members of staff employed by the UIAA are to avoid actual or potential, present or future conflicts between personal interests and official duty or work related activities.

### **III. Defining of Conflict of Interest**

- a. In the context of the provisions of this policy, a distinction is made between the situation of a “potential conflict of interests” and the case of a “conflict of interests”. Only conflicts of interests are prohibited.
- b. A situation of a potential conflict of interests arises when the opinion or decision of a person, acting alone or within an organization, in the framework of the activities of the physical or legal persons defined in scope above, may be reasonably considered as liable to be influenced by relations that the aforementioned person has, has had or is on the point of having with another person or organization that would be affected by the person’s opinion or decision.
- c. A case of conflict of interests is constituted when any person who, having abstained from declaring a situation of a potential conflict of interests, expresses an opinion or takes a decision in the circumstances described in the above paragraph b.



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A conflict of interest is considered to exist:

- in any situation where the personal or business interests of a person covered by this policy may influence his/her ability to put the interest and welfare of the UIAA before personal or business interests or where someone is likely to perceive that that person could be influenced.
- whenever an individual can benefit directly/indirectly from information received by, or a decision of the Board, committee or body or where someone might reasonably perceive there to be such a benefit.
- when an individual has two separate and competing interests and it may be unclear as to which interest he/she is acting for.

#### **IV. Instances of Conflict of Interest**


In assessing the situations described in Paragraph 3 above, direct as well as indirect interests must be taken into account. This also includes the interests of a third person such as a parent, spouse, relation or dependent.

The following non-exhaustive list shows examples of common instances of conflict of interest:

- Where a person has personal interests in business transactions or contracts that the UIAA may enter into.
- Where a person has an interest in other organizations (supporting UIAA events and competitions) that have dealings or relationships with the UIAA and when matters involving the interest of both the UIAA and the other organization are being considered.
- Where a person has interests in any joint ventures with external parties which the UIAA may enter into.
- In recruiting staff with close relationships (i.e. those who are more than acquaintances) with those persons covered by this policy.
- Any employment or income received from work undertaken within sport.
- Any income received from sport as a partner, director or employee within a firm or company.
- Any sponsorship personally received.
- Any contracts with a sport for the provision of services or goods for profit.



For all UIAA competitions, the following compatibility matrix is an indicator to suggest possible instances of conflicts.

	Competition Actors	Competition Organiser	UIAA Representative	Athlete	Team Coach	Jury President	International Judge	Aspirant Judge	Route Setter	Aspirant Route Setter	Forerunner	Belayer
<b>ENTITIES</b>												
UIAA Board Member												
ICICC President							1		1		1	1
ICICC Member												
Competition Organiser												
UIAA Representative											3	3
Athlete												
Team Coach												
Jury President												
International Judge												
Aspirant Judge												
Route Setter												
Aspirant Route Setter		2										
Forerunner												
Belayer		2										

	Compatible
	Incompatible
	Not Applicable
1	ICICC President may influence where to apply for personal gains.
2	Organiser may be an Aspirant Judge or Routesetter provided his major role as organiser is not compromised.
3	UIAA representative may have tasks conflicting with the climbing or belaying action.



## **V. Dealing with Conflict of Interest**

### **5.1 General Principles**

It is the personal responsibility of each person to avoid any case of conflict of interest. Faced with a situation of an actual or potential conflict of interest, the person concerned must disclose the actual or potential conflict of interest to the Board/committee/ or body concerned or, if a staff member, to the Director of Operations. Pending determination of the question, the person concerned should refrain from expressing any opinion, participating in any discussion, or from voting on any subject until the question is finally determined as provided in the following sub-paragraphs.

### **5.2 Board Members**

If the person concerned is a Board member, the Board is responsible for taking a decision concerning the management of the conflict of interest. If the Board cannot reach a decision, the Board may refer the case to the Ethics Panel (= UIAA Court) for a determination in accordance with the Commission's Rules concerning Conflicts of Interests.

### **5.3 Members of committees or bodies appointed by the Board**

If the person concerned is a member of a Committee or other body then the committee/body is responsible, in the first instance, for taking a decision concerning the management of the conflict of interest.

If the Committee/body cannot reach a decision, the committee/body Chair must refer the case to the Board for resolution.

If the Board cannot reach a decision, the Board may refer the matter to the Ethics Panel (= UIAA Court) for determination in accordance with the Commission's Rules concerning Conflicts of Interests.

### **5.4 Staff Member**

If the person concerned is a staff member, the Director of Operations is responsible, in the first instance, for taking a decision concerning the management of the conflict of interest.

If the Director of Operations cannot reach a decision, he/she must refer the matter to the Board for determination.

### **5.5 Final Decision**

In any matter referred to:

- the Ethics Panel (= UIAA Court) under paragraphs 5.2 or 5.3, or
- the Executive Board under paragraph 5.4, the decision of the Ethics Panel (= UIAA Court) or the Executive Board, as the case may be, shall be final and binding on the UIAA and the person(s) concerned and there shall be no further appeal.



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**VI. Declaration of Interest**

Immediately following their election, appointment or commencement of employment, as the case may be, every person covered by this policy shall declare in writing all business, sport or other personal interests which might result in a conflict of interest, actual or potential, in the discharge of their responsibilities. The Declaration shall be in the form annexed as Schedule A.

If at any time following the filing of his or her Declaration there occurs any material change in the information contained in the Declaration given, he/she shall file a supplementary Declaration describing such change, as soon as reasonably possible.

A Register of the business, sport and other personal interests as declared by all persons covered by this policy, which may conflict with the discharge of their responsibilities will be maintained by the UIAA Director of Operations, and updated if a supplementary Declaration is filed.

The Register will be made available at the UIAA Office for inspection by any member of the Board or any other person authorized by the President or the Director of Operations of the UIAA.

**VII. Official Record of Meetings and UIAA Official Communications**

The approved minutes of meetings of the Management Committee, Executive Board, Commissions and other bodies appointed under the Articles of Association are the official record of those meetings.

All official announcements, statements and correspondence (in all forms) on behalf of the UIAA may only be made by the President, the Director of Operations or any other person from time to time authorized by them to do so.



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## CONFLICT OF INTEREST DECLARATION

### PREAMBLE

- UIAA has adopted a Conflict of Interest/Confidentiality Policy and Guidelines (“Policy”) – a copy is attached. The Policy applies to all members of the Executive Board, all members of committees or bodies appointed by the Board and to all employees of the UIAA.
- All persons to whom the Policy applies are required to recognize and avoid participation in any activities that involve, might appear to involve, or could result in, a conflict of interest, actual or potential.
- All persons to whom the Policy applies must also ensure compliance with the provisions of the Code with respect to Confidentiality.
- A conflict of interest is defined in paragraph 3 of the Policy.
- Details of the person making this declaration are contained in the schedule.

### DECLARATION

I the undersigned DECLARE as follows:

- I have read, understand and accept the Policy.
- I do not have nor do I presently anticipate having any conflict of interest, actual or potential, other than as set out in this completed Schedule.
- I agree to make immediate disclosure of any actual or potential conflict of interest arising after the date of this declaration.
- I agree to be bound by the decision of the person or body authorized to make decisions under the Policy.

### DETAILS

Name:

Address:

Position held:

Details of Conflict of Interest (*actual or potential*):

Date:

Signature:

*Please complete this declaration asap  
and return to [office@theuiaa.org](mailto:office@theuiaa.org)*