

ITTF Conflict of Interest Policy

Effective from 12-DEC-2019

Introduction

The International Table Tennis Federation (“**ITTF**”) Conflict of Interest Policy (this “**Policy**”) provides the policies and procedures for the management of conflict of interest (“**COI**”). This document provides guidelines on how the ITTF will administer this Policy, and with the correct procedures to follow.

The ITTF will keep this Policy current and relevant. From time to time it will be necessary to modify and amend some sections of this Policy, or to add new procedures. The ITTF will notify you when such amendments have been made and it is your responsibility to clarify and adhere to such amendments.

Any suggestions, recommendations or feedback on this Policy and its procedures are welcome and should be sent to the Ethics Commission Officer, who administers this Policy.

Purpose

The primary instrument that regulates COI relating to the ITTF is the ITTF Handbook, and particularly, Chapter 6 (Code of Ethics). The purpose of this Policy is to supplement the ITTF Handbook and implement procedures to avoid COI, to mitigate against the risk of COI materialising and to manage COI that may have materialised.

Scope

The Policy apply to all elected officials, employees, service providers, contractors and third parties acting on behalf of ITTF.

Definition

The definition of COI is provided in the ITTF Handbook, Chapter 6 (Code of Ethics):

A situation of a potential conflict of interests arises when the opinion or decision of a person, acting alone or within an organisation, in the framework of the activities of [persons covered by the Scope of this Policy], 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 organisation that would be affected by the person’s opinion or decision.

COI and Duty to Avoid COI

As mandated by the ITTF Handbook, Chapter 6 (Code of Ethics), you must refrain from placing yourself in any COI and respect the applicable rules concerning COI. In other words, you must not make an opinion or decision concerning the activities of anyone covered under this Policy when a third-party may be reasonably view that your opinion or decision is/was/will be influenced by the relations with that person covered under this Policy. Without limiting the provisions of the ITTF Handbook, such situations may include you making an opinion or decision:

- where you have a direct or indirect material interest in an activity or transaction that ITTF is or will be part of;

- *Example: you are a member of the ITTF Equipment Committee and your family member or relative is a shareholder in an equipment manufacturing company and that company is submitting its equipment for ITTF's approval and authorisation.*
- where you hold positions or possess property that may result in conflicting duties;
 - *Example: you are a member of the ITTF Board of Directors, which is empowered to award the right to host an ITTF event (except the World Championships), and you are also a member of the Board of Directors of a national association bidding to host that ITTF event.*
- where you otherwise conduct yourself in a manner that is likely to lead to any doubt about your impartiality.

In determining whether there is such COI, you are to consider the situation from the point of view of:

- a reasonably informed and objective person in your position; and
- a reasonably informed and objective person third-party,

looking at all the relevant facts and circumstances of the particular situation.

For the avoidance of doubt, if you are placed in a COI due to ITTF's oversight, it remains your duty to declare that you have been placed in a COI, unless the ITTF Handbook permits otherwise, so that the ITTF can take appropriate steps to remedy the situation.

The avoidance of COI is important to:

- demonstrate honesty, impartiality, equity, and integrity;
- encourage free discussion among stakeholders;
- ensure that ITTF affairs are conducted objectively and in its best interest; and
- uphold the good reputation of ITTF.

Procedures for Declaring Interest and COI

In the multi-faceted environment that ITTF operates in, it is likely that a COI will arise from time to time. When such situations arise, unless the ITTF Handbook provides otherwise, you must make a written declaration according to the ITTF Handbook.

In the declaration, you are to elaborate on:

- the interest which you hold; and
 - *Example: I have invested financially in Company X.*
- the COI.
 - *Example: Company X is bidding to provide services to ITTF for Project A that I am involved in.*

The declaration should be sent to the Ethics Commission Officer by e-mail at: integrity@ittf.com.

A sample form of a COI declaration is enclosed in Schedule 1 of this Policy. However, the Ethics Commission Officer may provide, at their discretion, such other form and procedure for your declaration.

Unless you have been provided written approval by the Ethics Commission Officer that you may proceed with the matter relevant to your declaration, you must not proceed in such matter.

Consequences of Breaching this Policy

A breach of your duty to avoid COI is a breach of your obligations under the ITTF Handbook. If you are found to be or likely to be in such a breach at first sight, ITTF may conduct an inquiry to assess whether you are indeed in breach of such duty, according to the procedures outlined in the ITTF Handbook.

If you are found to be in breach of such duty following the inquiry, depending on the severity of such breach, you may be in fundamental breach of your contractual relationship with ITTF. Therefore, the ITTF may take immediate action(s) including:

- issuing you a warning, which may be verbal or written;
- directing you to take steps that are necessary to remedy the COI;
- down-grading your position within ITTF; and
- terminating your contract with ITTF.

Document history

| Approval and Review | Details |
|---------------------|---------------------------|
| Approval Authority | Executive Committee |
| Administrator | Ethics Commission Officer |
| Next Review Date | 31-DEC-2020 |

| Approval and amendment history | Details |
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| Original Approval Authority and Date | |
| Amendment Authority and Date | |
| Notes | |

Schedule 1 – Sample Form for COI Declaration

This is a sample only. The Ethics Commission Officer may at their discretion provide another form.

Pursuant to the ITTF Conflict of Interest Policy (the “**Policy**”), all elected officials, employees, service providers, contractors and agents of ITTF must declare all conflicts of interest, as defined in the Policy.

This form documents the declaration of such conflicts of interest and their approval or rejection.

PART I – TO BE COMPLETED BY THE PERSON MAKING THE DECLARATION

1. Particulars

Name: _____ Designation / Department: _____

2. Description of declaration

| S/N | Persons/organisations with whom/which I have official dealings with and/or private interest | Personal relationship (e.g. relative, shareholder, etc.) | Official relationship with ITTF (e.g. vendor, client, etc.) | Brief description of my official duties involving the persons/organisations (e.g. certifying work done, tender evaluation, etc.) |
|-----|---|--|---|--|
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You declare that the information you have provided is correct to the best of your knowledge and you have not wilfully withheld any material information relevant for this declaration.

Date: _____ Signature of declarant: _____

PART II – TO BE COMPLETED BY THE ETHICS COMMISSION OFFICER

The conflict of interest situation(s) mentioned in Part I is/are* noted and the following decision is made.

- You must stop performing any official duties relating to the persons/organisations that is/are* stated in Part I.
- You may continue performing your official duties relating to the persons/organisations that is/are* stated in Part I, on the condition that you maintain your impartiality and professionalism without being undermined by your personal interest.

Remarks (if any):

Date: _____

Name and signature of the Ethics Commission Officer: _____

**Delete as appropriate*

If you had provided any inaccurate information in your declaration in Part I or omitted any material information relevant for your declaration, the decision made in Part II is voidable by ITTF and ITTF may find you in a conflict of interest.