

CONFLICT OF INTEREST POLICY

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SINGAPORE DANCESPORT FEDERATION

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1. INTRODUCTION

- 1.1 The Singapore DanceSport Federation (SGDF) is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

2. OBJECTIVES OF POLICY

- 2.1 This policy has been developed to provide a framework and covers all SGDF Board Members, appointed leaders (Leads), Interested Person in declaring their conflicts of interest.
- 2.2 The SGDF Board Members (hereinafter known as “BM”) places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the BM concerned, appointed leaders (Leads) or Interested Persons and documented in the Board Conflicts of Interest Register.
- 2.3 A BM or a member who believes any persons in the federation has an undeclared conflict of interest and in a decision-making authority for or representing the federation, directly or indirectly, should specify in writing the basis of this potential conflict.

3. CONFLICT OF INTEREST

3.1	Conflict of Interest (COI) means a situation in which a BM, appointed leaders (Leads) or Interested Persons or his or her Immediate Family Member has, directly him- or herself or indirectly through another individual or entity, a personal or financial interest that compromises or could compromise the BM’s independence of judgment in exercising his/her responsibilities to SGDF
3.2	Conflicts of Interest include, but are not limited to, Actual Financial Conflicts of Interest. Examples of conflict of interest could be (but are not limited to):
	(a) When a BM or Lead, or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services of the organisation;
	(b) When a BM or Lead, him or herself, offers a professional service to the organisation;
	(c) When a BM or Lead stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal or professional advantage;
	(d) Where a BM or Lead or Interested Persons, or the ex/officio member of the Board has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of Singapore DanceSport Federation;

(e) Where a BM or Lead or Interested Persons has the above COI (a) to (d) (non-exhaustive) and is involved in the National Selection of athletes; or recommends an athlete under his charge for SpexCarding;

4. PROCEDURE

- 4.1 BMs shall declare any conflicts of interest either at the start of the Board meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes.

The interest should also be documented in the Conflict of Interest register.

- 4.2 Where a conflict of interest or potential conflict of interest is identified and/or registered, the BM concerned shall leave the room as soon as that item comes up for discussion. The concerned BM shall not vote on that issue, nor initiate or take part in any Board discussion on that topic (either in the meeting or with other BMs before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other BMs present.
- 4.3 If a person declares themselves to have existing or potential conflict of interest, the confidentiality will be respected.
- 4.4 Any persons covered by para 2.1, are required to recuse themselves and not participate further in the discussion and decision making until all other parties are satisfied and properly recorded in the Meeting Minutes.

5. VIOLATIONS OF THE CONFLICT OF INTEREST POLICY

- 5.1 If the President, Board or a committee has reasonable cause to believe that an Interested Person has failed to disclose an actual or possible conflict of interest, it shall inform the Interested Person of the basis for such belief and afford him or her with an opportunity to explain the alleged failure to disclose.
- 5.2 After hearing the Interested Person's response and after making further investigation as is warranted by the circumstances, the President, Board or a committee shall determine whether the Interested Person has failed to disclose an actual or possible conflict of interest and, if so, shall take appropriate disciplinary and corrective action.

6. CHANGES TO THE POLICY

- 7.1 Singapore Dancesport Federation is committed to ensuring all policies are up-to-date and reflect current practices.

- 7.2 Changes to this policy may be submitted by SGDF Board for review and approval. Once a change has been approved, the policy will be updated and posted on the SGDF website.
- 7.3 In the event of any question or matter arising out of any point which is not expressly provided for in the rules, the Committee shall have power to use their own discretion.