Oceania Taekwondo Union

Conflicts of Interest Policy

(April 2025)

Introduction

In accordance with Article 2.4 and 7.5 of the OTU Statutes, the Oceania Taekwondo Union ("OTU") Council has established this conflicts of interest policy (this "Policy"). Members of the OTU Council, Commissions and Committees shall declare any interests to the Secretary General in accordance with the Policy. The Secretary General; shall maintain a register of interests and will publish it on the OTU website on a quarterly basis.

1. Scope

1.1 This Policy sets out the procedures for identifying and managing conflicts and potential conflicts ofinterests or duty (called "Conflicts" in this Policy) affecting all persons involved in the administration and running of Oceania Taekwondo Union and its business (who are called "Parties" in this Policy).

2. Background

2.1 Parties have an obligation to act in the best interests of Oceania Taekwondo Union and in accordance with its rules and regulations. They are expected to act impartially and objectively and to actively take steps to avoid Conflicts.

2.2 Conflicts matter because they affect discussions and decision-making and may result in decisions being reached that are not in the best interests of Oceania Taekwondo Union. They can give the impression – both internally and to the wider public – that improper conduct has occurred even when it has not.

2.3 Conflicts come in a number of different forms. It is primarily the responsibility of each Party to identify if there is a Conflict or potential Conflict that may affect them or someone connected to them.

2.4 This Policy is not intended to adversely affect normal decision making within Oceania Taekwondo Union. It is intended to make it more transparent, and to allow the management of Conflicts that will inevitably arise. It is important that management of a Conflict is proportionate to the risk that it poses to the best interests of Oceania Taekwondo Union.

3. Identifying what a Conflict is

3.1 There are two types of Conflict:

(a) A **conflict of interests** – this is where a Party has an interest personal to them (which may befinancial or non-financial) which conflicts, or may conflict, with the best interests of Oceania Taekwondo Union.

(b) A **conflict of duties** – this is where a Party owes a duty to another body (such as being an employee, elected official, shareholder, trustee etc.) that conflicts, or may conflict, with their duties to act in the best interests of Oceania Taekwondo Union. This type of conflict does not have to bepersonal or financial to the Party. A conflict of duties can also be described as a **conflict of loyalties**.

4. Connected Persons

4.1 A Conflict can still rise if it involves a payment or benefit being given to a third party connected to the Party in question. A "Connected Person" is:

(a) any parent, grandparent, child, stepchild, grandchild, brother, sister or spouse of a Party or anyperson living with the Party as his or her partner;

(b) a firm, company or association in which the Party is a partner, officer, employee, consultant, director,

member or shareholder (unless the Party owns no more than 1% of the issued shareson a recognized stock exchange);

(c) a firm or company in which an individual listed in (a) above is connected in the ways set out in(b).

5. Duty to avoid conflicts

5.1 All Parties are under a duty to avoid a Conflict where possible.

5.2 5.2 If a Conflict or potential Conflict exists, it must be declared by the Party and managed as setout in this Policy.

5.3 Any doubt as to whether certain facts or circumstances may give rise to a Conflict should beresolved in favor of declaring those facts or circumstances.

6. Declaration of interests

6.1 On appointment, Parties must declare their interests on the declaration of interests form found on the Oceania Taekwondo website. In particular, this declaration must include:

(a) directorships, partnerships and employments with Member National Associations, Continental Unions, Oceania Taekwondo Union or businesses that are engaged in the sport of taekwondo or derive any substantial portion of their revenue from taekwondo;

(b) any office held with a Member National Association, Continental Union and any other international taekwondo or sporting bodies;

(c) trusteeships or board positions with Member National Associations, Continental Unions, Oceania Taekwondo Union or institutions or charities that are engaged in the sport of Taekwondo or derive any substantial portion of their revenue from Taekwondo; and

(d) any material interests arising from close family or personal relationships with another Party in Oceania Taekwondo Union.

6.2 The Secretary General will use the information in the declarations to maintain a register of interests. The information provided in any declarations of interest will be processed in accordance with Oceania Taekwondo Union's data privacy and protection policy. The information provided will not be used for anyother purpose by Oceania Taekwondo Union.

6.3 Parties must update their declarations as soon as possible following any change in circumstances and, in any event, must re-submit them not later than 14 days before the General Assembly each year.

6.4 At Council, committee or commission meetings, a Party is required to declare to the Chairman and the Secretary General (or the relevant OTU staff manager) the nature and extent of any potential or actual Conflicts he may have in the proposed business of the meeting. In particular, this includes declaring any interests he or any Connected Person may have in any existing or proposed transactions or arrangements with Oceania Taekwondo Union. This procedure applies also to any email votes or other electronic discussions.

6.5 Each meeting of Council (or a committee or commission) will contain declarations of Conflicts as a separate agenda item. Declarations of Conflicts concerning any item on the agenda must be madeat this point and will be minuted. If a Party realizes at a later point in the meeting that he or she may need to declare a Conflict,

this must be done promptly and will be minuted.

6.6 If a Party has an interest listed in the Register of Interests that should be disclosed as a Conflict, the chairman of the meeting shall disclose it to the meeting if the Party does not do so at the relevantpoint on the agenda.

6.7 Any Party who has a concern or is unsure of the proper procedure to follow should contact their Chairman and Oceania Taekwondo Union staff manager for their committee or commission for advice.

7. Managing conflicts of interest

7.1 1 If a Party has a Conflict, then a decision must be made as to how to manage it. This decision willbe made by:

(a) the President (for Conflicts relevant to members of Council);

(b) the chairman of the meeting at which the Conflict becomes relevant; or

(c) in all other cases, the Secretary General,

and in each case after consultation with the Integrity Committee.

7.2 If the President has a relevant Conflict, then a Vice President chosen by the other Vice Presidentswill make the decision. If a Chairman has a relevant Conflict, the Vice-Chairman will make the decision.

7.3 A Party is required to give the decision-maker any additional information asked for in order to determine how the conflict is to be managed.

7.4 The decision-maker may decide that the Party:

(a) can continue to participate in the normal way with the interest being minuted;

(b) shall not participate in the proceedings and is to abstain in any vote (but the body may ask theParty to provide any relevant information concerning the matter); or

(c) is to withdraw for the whole or part of the affected proceedings.

8. Specific Situations

8.1 This Policy has set out general principles applicable to all situations. This section contains requirements on specific situations which are likely to commonly occur. The lists are not exhaustive.

A. Relationships with MNAs

8.2 It is recognized that most Parties will have involvement with their MNAs and this is to be expected.

8.3 There is no conflict due to the Party's MNA involvement, even when that MNA has made a submission that is being discussed, unless the discussion or proposed decision:

(a) affects the Party's MNA specifically;

(b) affects the Party's MNA in a different way from all other MNAs; or

(c) the Party is an employee of his MNA and that employment may be affected by the decision.

B. Competitions

8.4 A Party does not need to make any declaration if participating in a discussion or decision which would affect their athlete at a competition provided it is a general decision affecting all athletes equally – for example changes to the Competition Rules and Interpretations.

C. Employment or Appointments by Oceania Taekwondo Union

8.5 A Party will have a conflict in relation to any discussions or decisions concerning actual or proposed:

(a) employment with Oceania Taekwondo Union; or

(b) appointment by Oceania Taekwondo Union to any international sports organizations.

8.6 No member of the Council shall be appointed to any salaried office of OTU or any office of OTU paid by fees, and no remuneration or other benefit in money or money's worth shall be given by the OTU to any member of the Council except in accordance with the OTU Financial Rules. This rules does not apply to members of the Management, whose remuneration is controlled by OTU's Company Rules.

D. Provision of goods or services or other Commercial Arrangements

8.7 A Party will have a conflict in relation to any discussions or decisions concerning the actual or proposed provision of goods or services to Oceania Taekwondo Union. This also applies to any commercial arrangements with these companies or Oceania Taekwondo Union Events.

E. Competition Officials

8.8 A conflict of interest exists when a Competition Official has, or reasonably appears to have, a personal or financial interest which could affect the official's ability to be impartial.

8.9 When a Competition Official is aware of a conflict of interest, he/she shall decline an invitation toserve at a OTU Sanctioned or Promoted event

8.10 When the Competition Official has any doubt, on the action to take he/she shall promptlyconsult OTU, prior to accepting the invitation and be bound by its decision.

8.11 When, at an event, a Competition Official becomes aware of a conflict of interest, the officialshall disclose the potential conflict to the Competition Supervisory Board.