



HOCKEY INDIA

**HOCKEY INDIA**  
**CONFLICT OF INTEREST /**  
**CONFIDENTIALITY**  
**POLICY & GUIDELINES**

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**CONFLICT OF INTEREST/CONFIDENTIALITY**  
**POLICY AND GUIDELINES**

**1. SCOPE OF APPLICATION**

This Policy applies to Hockey India Executive Board (Executive Board) and all Hockey India Committee Members as defined in the Hockey India Code of Ethics Policy and to staff employed by Hockey India.

**2. POLICY STATEMENT**

A member of the Executive Board or a Committee, as the case may be, may not participate in any discussion on any subject brought before the Executive Board or a Committee 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 Hockey India are to avoid actual or potential, present or future conflicts between personal interests and official duty or work related activities.

**3. DETERMINING WHAT IS A CONFLICT OF INTEREST**

A conflict of interest is considered to exist:

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

#### **4. COMMON 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 Executive Board or Committee members or staff have personal interests in business transactions or contracts that Hockey India may enter into.
- Where Executive Board or Committee members or staff have an interest in other organizations that have dealings or relationships with Hockey India and when matters involving the interest of both Hockey India and the other organization are being considered.
- Where Executive Board or Committee members or staff have interest in any joint ventures with external parties which Hockey India may enter into.
- In recruiting staff with close relationships (i.e. those who are more than acquaintances) with current Executive Board, Committee or staff members.
- 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.

#### **5. DEALING WITH CONFLICTS 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 Hockey India Ethics Committee.

Pending determination of the question, the person concerned must 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.

If a subject is discussed in one of the meetings of the Executive Board or Committee, then any member believing there is a potential conflict of interest would need to reclose himself / herself from the discussions on that matter.

## **5.2 Decision of Hockey India Ethics Committee**

The decision of the Hockey India Ethics Committee, shall be final and binding on Hockey India and the person(s) concerned and there shall be no further appeal.

## **6. DECLARATION OF INTEREST**

Immediately following their election, appointment or commencement of employment, as the case may be, every Executive Board, Committee and staff member shall declare in writing all business, sport or other personal interests which may result in a conflict of interest, actual or potential, in the discharge of their responsibilities as Executive Board, Committee or staff members. The Declaration shall be in the form of Annexure A attached.

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 by an Executive Board, Committee or staff member, that Executive Board, Committee or staff member 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 Executive Board, Committee and staff members, which may conflict with the discharge of their responsibilities as an Executive Board, Committee or staff members will be maintained by the CEO Hockey India and updated if a supplementary Declaration is filed by any Executive Board, Committee or staff member.

The Register will be made available at the Hockey India Office for inspection by any member of the Executive Board or Hockey India Ethics Committee any other person authorized by the Chairman, Hockey India Ethics Committee.

## **7. CONFIDENTIALITY**

All discussions at meetings of the Executive Board and Committees are confidential.

Members of the Executive Board and members of Committees must not disclose any discussions that take place at meetings to any third parties.

The Chairs of the Committees are responsible to and report to the Executive Board on all deliberations and discussions that take place at meetings of their respective Committees.

## **ANNEXURE A**

### **HOCKEY INDIA**

### **CONFLICT OF INTEREST**

### **DECLARATION**

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#### **PREAMBLE**

- Hockey India 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 and all employees of Hockey India.
  - 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 Policy 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.
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#### **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 the 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.

**SCHEDULE**

Name (in full): .....

Address: .....

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Position held: .....

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Details of Conflict of Interest (actual or potential) .....

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Date: ..... / ..... / .....

Signature: .....