

CONFLICT OF INTEREST POLICY

1. PURPOSE

The purpose of this Conflicts of Interest Policy is primarily to provide mechanisms for the identification and management of Conflicts of Interest that may arise in the rendering of duties and services within Bowls South Africa (hereinafter referred to as Bowls SA).

It refers to any case where an employee / office bearer's personal interest might contradict the interest of Bowls SA. This is an unwanted situation as it may have implications on the employee / office bearer's judgement and commitment and therefore by extension their ability to perform their assigned duties in the best interest of all concerned.

2. DEFINITIONS

2.1 Employee

Any person employed in the service of Bowls SA be it for financial or other gain.

2.2 Office Bearer

Any member of any committee established by Bowls SA as provided for in its constitution.

2.3 Independent Contractor

Any person or company engaged by Bowls SA to provide product or services be it for financial or other gain.

2.4 Period of Application

All employees, office bearers and independent contractors shall be subject to the provisions of this policy for any period under which they are so appointed to such roles.

2.5 Applicable Party

Shall include but not limited to the following persons. Current employees and office bearers of Bowls SA, as well as any independent contractor or person acting on behalf of Bowls SA in any capacity.

3. SCOPE

This Conflict of Interest policy applies to all current employees and office bearers of the Bowls SA, as well as any independent contractor or person acting on behalf of Bowls SA.

4. POLICY ELEMENTS

The relationship of Bowls SA with its employees and office bearers should be based on mutual trust. As Bowls SA is committed to preserve the interests of people under its employment and in its service and obligation to its constituents, it expects them to act only towards its own fundamental interests.

Conflict of interest may occur whenever an employee or office bearer's interest in a particular subject or activity may lead them to actions, or relationships that undermine Bowls SA and may place it at a disadvantage.

5. EXAMPLES OF A CONFLICT OF INTEREST

This situation may take many different forms that include, but not limited to, the following examples:

- The ability to use their position with Bowls SA to their personal advantage
- Engaging in activities that will bring direct or indirect benefit to a competitor
- Using connections obtained through Bowls SA for their own private purposes
- Using Bowls SA equipment or intellectual capital as means to support outsiders
- Acting in ways that may compromise the Bowls SA legality (e.g. taking bribes or bribing representatives of legal authorities)

6. PROCEDURES

The possibility that a conflict of interest may occur should be addressed and resolved before any actual damage is done. Therefore, when an employee / office bearer understands or suspects that a conflict of interest may exist, they should bring this matter immediately to the attention of the Executive so that corrective actions may be taken. Persons in charge of employees / office bearers must also keep an eye on potential conflict of interests of those engaged to work with them.

6.1 Duty to Disclose

In connection with any potential conflict of interest the person concerned must disclose such conflict and provide all material facts pertaining to such conflict. Whilst every such conflict may or may not fall with the provisions of a conflict of interest the onus for declaring such potential matter lies solely with the employee / office bearer.

In an effort to aid such disclosure each employee and office bearer shall complete a conflict-of-interest questionnaire (annexure A hereto) as circumstances warrant but no less than annually.

6.2 Determining whether a Conflict exists

The Executive shall review each employees and office bearer's questionnaire and make a final determination as to whether a conflict exists or not. In the case of the Executive the remaining members of the Executive will review, independently, the questionnaire submitted by such Executive member and make a final determination as to whether a conflict exists or not.

6.3 Procedures for addressing the Conflict of Interest

In the event of a dispute as to such determination each person will be afforded the opportunity to present reasons as to why they consider such conflict has no bearing on the effectiveness of Bowls SA. After such representation and assessment whether any other arrangement can be made to overcome the potential conflict the Executive will make a final determination which shall be binding.

7. Disciplinary Consequences

In cases when a conflict of interest is deliberately concealed disciplinary action may include the following:

- suspension of employment or membership for such period as is considered appropriate
- termination of employment or membership and all benefits associated therewith
- termination of services
- suspension or termination of positions occupied on any standing committee

ANNEXURE A
Conflict-of-Interest Questionnaire

1. Name:

2. Position:

Questions

1. Are you an employee /office bearer in any organisation or sporting body that has similar goals aligned to Bowls SA or that provides goods and services to Bowls SA.

Yes No

If Yes please state the nature of such position

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2. Do you have any family relationship with any organisation or sporting body that has similar goals aligned to Bowls SA or that provides goods and services to Bowls SA

Yes No

If Yes please provide details of such family and the role they play in such organisation or sporting body.

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Name

Signature

Date