



BRITISH BASEBALL FEDERATION CONFLICTS OF INTEREST POLICY

British Baseball Federation Conflicts of Interest Policy

All volunteers of the British Baseball Federation (BBF) are required to perform the duties and activities of their position with the highest level of integrity and independence, in a professional and ethical manner.

Although this policy details certain behaviours that may lead to a conflict of interest or the appearance of a conflict of interest, it is impossible to anticipate all situations that could lead to one. Volunteers may also inadvertently find themselves in a situation that leads to or could be perceived as a conflict of interest. These situations must also be disclosed.

Failure to comply with these provisions may result in disciplinary action, up to and including termination of being a volunteer of the British Baseball Federation.

A conflict of interest arises when an individual, who is in a position to influence a decision within an organisation, has the potential to exploit that position to benefit personally, for a friend, family member or another connection, at the expense of the organisation's best interests. A volunteer, board or committee member would have a conflict of interest if they (or their family) would be set to benefit personally from a volunteer, board or committee decision.

It is worth noting that having conflicts of interest does not mean that your volunteer, board or committee members have done something wrong. It is often inevitable that conflicts of interest arise; what is important is that they are recognised and handled appropriately, so as not to risk your organisation's integrity or reputation.

1 Scope

1.1 This policy applies to all volunteers in all organisations of the British Baseball Federation or any affiliated organisations or programs such as Great Britain Baseball, as well as contractual third parties or partners doing business with the Federation. This includes, but is not limited to British Baseball Federation Board members, volunteers, coaches and officials. All are expected to abide by the provisions of this policy that are reasonably applicable to them.

2 Action or Behaviours to Avoid

Below, you will find some situations, behaviours or events that should be avoided at all costs by volunteers, managers or other contractual third parties doing business with the BBF.

2.1 Personal Interest

Volunteers must ensure that no conflict exists or could appear to exist between their personal interests and those of the British Baseball Federation or any of its potential partners, vendors, suppliers or other business entity in which you have a direct or indirect financial interest.



Board members and volunteers must not:

- 2.1.1** Take part in or attempt to influence any British Baseball Federation decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial interest;
- 2.1.2** Use the premises, equipment, supplies or services of other volunteers of British Baseball Federation to promote their personal interests;
- 2.1.3** Use confidential information (participants data, board information, GB Baseball information) for their personal benefit during or after volunteering with the British Baseball Federation;
- 2.1.4** To be in a position where they could benefit directly or indirectly from a British Baseball Federation business transaction (e. g. supplier of goods or services, contract, licence or partnership);
- 2.1.5** Give preferential treatment to any supplier or other person doing business with the British Baseball Federation in order to serve their personal or others interests over the Federation;
- 2.1.6** Invest in, own, have an interest in, that might have an interest, direct or indirect, in any British Baseball Federation commercial transaction, except in the case of a widely held public company whose dealings with the British Baseball Federation do not represent a substantial portion of its total business;

The above should not be interpreted as an exhaustive list of all circumstances that could lead to a real or perceived conflict of interest.

2.2 Family and Friends

Board members, Volunteers, coaches and managers must not:

- 2.2.1** Use their position or contacts at the British Baseball Federation to promote their personal interests;
- 2.2.2** Take part in or attempt to influence or use their position in any British Baseball Federation related decision or business dealings (including those concerning current or potential customers, partners, vendors or suppliers) that may benefit or appear to benefit a relative, close personal friend or a business enterprise in which a relative or close personal friend is involved or has a direct or indirect financial interest.
- 2.2.3** shall not grant or appear to grant preferential treatment to a person with whom they have a close professional relationship.
- 2.2.4** not influence the decision of a coach or official to enhance the opportunity of a player (who is a relative or friend). For example, but not limited to, a British Baseball Federation board member should not try to influence subordinate volunteers (GB Baseball coaches) and umpires, to select athletes or make a decision about selection for a team, playing time, roster moves, etc in which a person being considered for selection or a decision involves a board members' family relative or close friend.

2.3 Gifts, Hospitality & Other Benefits

Accepting a gift, a benefit or an offer of hospitality for oneself or for a colleague, family member or friend can lead to uncomfortable situations or to real or perceived conflicts of interest.

Volunteers may occasionally accept unsolicited gifts, hospitality, free travel, tickets, or invitations to sports or entertainment events (e.g., baseball/football game, round of golf, theatre show or concert) or other benefits, but only if they have a value of £200 or less, subject to the conditions expressed below. It is also permitted to occasionally accept a working meal of reasonable value paid for by a third party.

However, volunteers must not accept gifts, hospitality, free travel, tickets, or invitations to sports or entertainment events or any other benefits:

- 2.3.1** That are offered by a business partner and/or supplier of goods or services involved in an active request for proposal, sole source contract procedure or contract



discussions, or in the six months following such a process, or as soon as they know such a process will begin in the near future.

2.3.2 That are offered by a business partner and/or supplier whose performance the volunteer is evaluating.

2.3.3 That are cash, loans, discounts or work rendered free of charge for personal purposes.

Volunteers must also refuse invitations to a conference or other formal gathering not mentioned above, organised or sponsored by an external party, a supplier, potential supplier or business partner, unless the British Baseball Federation determines that their attendance at such an event would not compromise or appear to compromise the objectivity, independence, impartiality or integrity of the volunteer of the British Baseball Federation. If you have any questions, please contact the President of the British Baseball Federation.

3 Managing Conflicts of Interest

3.1 Recognising Conflicts of Interest: Asking volunteers to disclose any conflicts of interests is the first step towards managing them and making sure volunteers only act in the best interests of the British Baseball Federation. Board or committee members should disclose conflicts of interest at the earliest possible opportunity. When appointing new volunteers, simply ask them to disclose any potential or current conflicts of interest and capture this, either in the meeting's minutes. Meetings must build in a regular, short time slot into start of board or committee meetings to check if anyone has any new conflicts to disclose or update on.

3.2 Managing Conflicts of Interest: Declaring and recording your interests is good practice, but if decisions are still influenced by these connections at the expense of the organisation, then further actions may need to be taken. Taking actions to manage these conflicts of interest is just as important.

3.3 If a volunteer has a perceived conflict that goes undeclared, then a decision must be made as to how to manage it. This decision will be made by:

3.3.1 the President (for conflicts relevant to British Baseball Federation Board members);

3.3.2 the chair of the meeting at which the conflict becomes relevant;

3.4 If the President has a relevant conflict, then the Secretary will make the decision. If the chair of the meeting has a relevant conflict, a new chair will be appointed by the Board of the British Baseball Federation for that matter.

3.5 The volunteer is required to give the decision-maker any additional information requested of the volunteer in order to determine how the conflict is to be managed.

3.6 The decision-maker may decide that the volunteer:

3.6.1 can continue to participate in the normal way with the interest being minuted;

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

3.6.3 is to withdraw for the whole or part of the affected proceedings.