

SHINTANI WADO KAI KARATE FEDERATION

Conflict of Interest Policy

Effective Date: January 8, 2026

Approved by: SWKKF Senate

Executive Summary

To maintain fairness and integrity, all SWKKF members must avoid situations where personal interests could influence their duties. This includes, but is not limited to:

- Not using SWKKF roles for personal gain
- Avoiding preferential treatment for family, friends, or associates
- Not accepting gifts or favours tied to SWKKF decisions
- Keeping confidential information private
- Disclosing any real or perceived conflicts immediately

Annual Disclosures are required at the start of each program year.

Meeting Conflicts must be declared at the beginning of relevant meetings.

Written Disclosure is required if a conflict arises mid-year.

Reporting is open to anyone who suspects a conflict.

If a conflict is declared, the individual must step back from related discussions and decisions unless approved by vote from the Senate.

The SWKKF Senate oversees compliance and handles any violations through the Discipline and Complaints Policy.

PRINCIPLES

The Shintani Wado Kai Karate Federation (SWKKF) is committed to fostering a sport environment with honour, excellence, community, kindness, humility and respect.

These values guide all decisions, actions, and communications with members and with individuals, organizations, and associations that do business with or are affiliated with the SWKKF and/or its members.

SWKKF Senate, Committee members, employees, representatives, instructors, and individual members must ensure that their personal interests -- or those of people close to them -- do not interfere with the impartial performance of their duties.

This Conflict of Interest Policy is a core component of the SWKKF policy framework and may be updated by the SWKKF Senate to safeguard the interests of the Federation and its members.

PURPOSE

The Shintani Wado Kai Karate Federation strives to prevent conflicts of interest and promote fair, ethical interactions among those who work, volunteer, or conduct business with the SWKKF.

This policy outlines how SWKKF leadership and members are expected to conduct themselves in situations involving real or perceived conflicts of interest and clarifies how decisions will be made when such situations arise.

APPLICATION OF THE POLICY

This policy applies to all SWKKF Senate and Committee members, employees, representatives, instructors, and individual members.

It also applies to any person involved in SWKKF operations, activities, or events (e.g., tournaments, gradings, workshops, practices, tryouts, travel related to Federation activities, office environments, and meetings), even if they are not current members of the organization.

DEFINITIONS

Conflicts of interest occur when the real or perceived interests of the SWKKF conflict with another interest or involvement of someone in a position of influence or responsibility.

Such situations pose risks to both the Federation and the individual involved. Real or perceived conflicts can damage reputations if members or external parties believe -- or if it is true -- that a SWKKF decision was unduly influenced.

CONFLICT OF INTEREST

- A conflict of interest exists when a Representative's decision-making, which should always prioritize the SWKKF's best interests, is -- or could be -- influenced by personal, family, financial, business, or other private interests.
 - A *Perceived Conflict of Interest* refers to situations that appear questionable to others, regardless of whether a real conflict exists.
 - A *Real Conflict of Interest* occurs when a person gives preferential treatment to a party for either financial (pecuniary) or non-financial (non-pecuniary) gain.

PECUNIARY INTEREST

- A pecuniary interest involves a reasonable likelihood or expectation of financial gain or loss for an individual or someone closely associated with them (e.g., relatives, partners, employers).

Examples of Pecuniary Conflict of Interest:

- Having a personal financial interest that could influence how you perform your SWKKF duties -- or could reasonably be perceived to do so.
- A close associate (e.g., family member, friend, employer) having a financial interest that could influence -- or appear to influence -- how you carry out your SWKKF responsibilities.

NON-PECUNIARY INTEREST

- A non-pecuniary interest involves relationships or affiliations (e.g., family, friendships, volunteer roles) that do not involve financial gain or loss but may still affect impartiality.

Examples of Non-Pecuniary Conflict of Interest:

- Being responsible for hiring a consultant when one of the applicants is a close friend.
- Supporting proposals from a club where you spend significant time.
- Endorsing proposals from individuals or groups with whom you have regular personal contact, such as family members.

REPRESENTATIVES

- Representatives include individuals employed by or engaged in activities on behalf of SWKKF, such as coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, Committee members, and the Senate.

CONFLICT OF INTEREST BEHAVIOURS

Actions must not only be free from conflicts of interest -- they must also be perceived as free from conflicts.

It's essential to consider how others might view a situation, including potential suppliers, other sport organizations, fellow Senate or Committee members, staff, and the public.

Member Commitments

All members of the SWKKF commit to avoiding any situation that may result in a conflict of interest. Members shall not:

- Engage in any business, transaction, or hold any interest that conflicts with their duties to the SWKKF, unless such matters are properly disclosed and managed in accordance with this policy.
- Directly or indirectly place themselves under obligation to any person who may benefit from special favours or considerations, or who may seek preferential treatment.
- Place themselves in a position where personal, financial, business, or other interests could influence their decision-making.
- Give preferential treatment to family members, friends, or organizations in which they or their close associates have a financial or other interest while performing SWKKF duties.
- Use confidential or non-public information acquired through their SWKKF role for personal benefit.
- Give, seek, or accept -- directly or indirectly -- a favour or benefit for themselves or a third party in exchange for a decision, intervention, or service from the SWKKF.

- Engage in outside work, activities, business, or professional undertakings that:
 - Conflict or appear to conflict with their SWKKF duties, or
 - Provide an advantage or appear to provide an advantage due to their association with the SWKKF, unless properly disclosed and managed in accordance with this policy.
- Use or permit the use of SWKKF resources, property, equipment, materials, supplies, or services for purposes other than those intended.
- Place themselves in a position to influence decisions or contracts from which they could derive direct or indirect benefit.
- Accept cash donations, gifts, or favours that could be construed as being given in anticipation of, or in recognition of, special treatment due to their SWKKF role.
- Disclose confidential or privileged information acquired during fulfilling their SWKKF duties.
- Benefit from past duties with the SWKKF or act in a manner contrary to the best interests of the Federation.

Disclosure of Conflicts of Interest

Individuals elected, appointed, or hired to positions within the SWKKF must disclose any real or perceived conflict of interest in the following ways:

- a. At the first meeting of a new program year, Senate members and employees shall verbally disclose any conflicts of interest. These disclosures will be recorded in the meeting minutes and repeated annually.
- b. At the first meeting of a new program year, Committee members shall verbally disclose any conflicts of interest. These disclosures will be recorded and submitted to the Senate annually.
- c. Meeting agendas should include a standing item near the beginning for declarations of conflicts of interest relevant to the business being discussed. Individuals aware of any real or perceived conflict should make this known.
- d. If a Senate member, Committee member, employee, or representative becomes aware of a real or perceived conflict of interest, they must disclose it to the Senate in writing immediately.
- e. Any person who believes that a Senate member, Committee member, employee, or representative may be in a position of real or perceived conflict of interest may report the matter to the Senate in writing at any time.
- f. If there is uncertainty about whether a conflict of interest exists, disclosure should be made to the Senate immediately.

Minimizing Conflicts of Interest in Decision-Making

When a conflict of interest is disclosed in relation to a matter under consideration, the following principles apply:

- If declared at a meeting, the individual(s) concerned may not participate in discussions -- formally or informally -- unless approved in advance by a majority vote of the other directors or committee members.
- Unless participation is approved, the individual must not be present during the portion of the meeting when the matter is discussed.
- The individual must not participate in decision-making or voting related to the issue.
- All documentation related to conflict of interest disclosures shall be recorded in the minutes of the Senate and relevant Committees.

Responsibilities

The Senate is responsible for:

- Ensuring the application of and compliance with the Conflict of Interest Policy by all SWKKF representatives.
- Taking fair, reasonable, and appropriate measures to protect the rights of the SWKKF and its representatives to ensure compliance with this policy.

Conflict of Interest Complaints

If a Senate member, Committee member, employee, or representative fails to disclose a conflict of interest -- or fails to follow the procedures outlined in this policy -- the matter will be addressed in accordance with the SWKKF Discipline and Complaints Policy.