

DECLARATION OF INTEGRITY

TO BE COMPLETED AND SIGNED BY
MEMBERS OF WAKO BOARD



Private and confidential

Introduction

This document is created to ensure the absolute possible highest standard by the Members of the WAKO Board. This declaration always refers to the last WAKO Statutes, WAKO By-Laws and WAKO Code of Ethics. All these documents are valid to be found at:

WAKO Statutes and By-Laws:

<http://wako.sport/en/page/wako-statutes-and-bylaws/30/>

WAKO Policies:

<http://wako.sport/en/page/policies/33/>

The declaration is only valid for each of the signatories when completed and signed, including initials on each page.

The document is required to be completed and signed to be able to be a part of WAKO Board.

By returning the completed and signed form to WAKO, you are confirming the accuracy of the information you have provided and representing that it is not misleading in any material respect.



1. Declaration of integrity

I am committed to exercise my function with full integrity, honesty and professionalism. I confirm that I have followed this principle since my nomination/election as member of the Board of WAKO.

In particular, I herewith confirm to the best of my knowledge that - in pursuing my duties as an member of the board of WAKO and subject to any written disclosure to WAKO's provisions:

1. I have always complied with the applicable rules of WAKO, the applicable Statutes, directives and regulations of WAKO.
2. I have always carried out my functions in the best interest of WAKO and never misappropriated any functions within WAKO.
3. I have always made timely disclosure of any possible conflict of interest between my function as an Board member of WAKO and my other professional or private interests. In case of any conflict, I have abstained from participating in related decision-making of the WAKO Board.
4. I have never accepted any gifts, donations, payments, value-in-kind benefits or favours from third parties other than souvenirs or merchandise products related to an event exceeding a sales value of CHF 250 ("Prohibited Contributions").
5. I am not aware of any prohibited contribution made to a third person or organisation in anticipation of or as a reward for a decision of the WAKO Board.
6. I have never received or offered a bribe, nor am I aware of any members of WAKO Board receiving or offering a bribe, from or to any public or private individual or entity. This includes in particular any Board member or official or main organizer.
7. I have never assisted in any anti-doping rule violation nor have I made any attempts to conceal an anti-doping rule violation or to manipulate the investigation or the case management of a suspected anti-doping violation.
8. I have never assisted in the manipulation of competition results nor am I aware that any such manipulation has taken place.

INTEGRITY DISCLOSURE FORM

All sections must be completed	Please tick to confirm
I have read and understood the current version of WAKO Statutes and WAKO By-Laws.	
I have read and understood WAKO Code of Ethics and WAKO Disciplinary rules.	
I acknowledge that, as a WAKO Board member, I am at all times subject to the provisions of the WAKO Code of Ethics.	
I am not aware of any ongoing or previous matter in which I am or was involved that would constitute a breach of the WAKO Code of Ethics.	

I am not aware of any act or omission on my part, or of any information that relates to me (such as investigations, convictions, anti-doping violations or sanctions) that could adversely affect the image or reputation of WAKO.	
I acknowledge that I have an on-going obligation to bring to the attention of WAKO any such matters that could negatively affect its reputation.	
I am aware that WAKO may request further disclosure from me and/or may undertake independent research on me, and my sports, commercial and professional interests, as part of its process to verify the eligibility of WAKO officials.	
I have no personal or private interest that may conflict with my current role as member of the Board of WAKO and, in case of any such interest, I will inform the Board and abstain from taking part to the relevant decision making process.	
I consent to such research and agree to comply with WAKO requests in a timely manner.	
I acknowledge that I must perform my duties in WAKO with integrity, transparency and in an independent manner free from any influence that might interfere, or be perceived to interfere, with my obligations to WAKO and the best interests of the sport of Kickboxing.	
I consent to the use of the information provided in this Disclosure Form and the Reporting Statement by WAKO for the strict purpose of ensuring compliance with WAKO Code of Ethics and WAKO Rules and Regulations	
I understand that WAKO will process and safeguard this information with appropriate confidentiality in accordance with applicable laws.	
I respect not to manipulate or to work against official decisions, to influence and decision in any sporting activity, to or to jeopardize WAKO IF reputation.	

Integrity check

	Yes/No
<p>Have you ever:</p> <ul style="list-style-type: none"> • been involved in an investigation or disciplinary action resulting in adverse findings about your credibility, honesty or reputation; • not complied with the law; • been the subject of a public controversy which has called in to question your credibility, honesty or reputation or has brought you into disrepute. 	
<p>If yes, please add any additional comments here</p>	

2. Code of conduct

General introduction:

An agreed and implemented code of conduct is a key cultural document for individuals to agree and understand their responsibility when engaging, acting or interacting with individuals within the community of WAKO. It allows us to have a common understanding in how we should operate within the world of WAKO as individuals and as a collective group. The chapter documents the way we act in a constructive and supportive manner defending the sport we represent. We always conduct our duty under the values of: Respect – Integrity – Fair Play – Accountability – Transparency

I respect our behavior:

We are frank and open, in our communication with full disclosure of information.
We value the wealth of experience and knowledge each of us brings.
We identify and address issues, problems and conflicts in a timely manner.
We work towards the common good, while respecting our differences.
We work together openly and in a collective spirit of good faith.
We seek first to understand then to be understood; we listen carefully.
We are accountable for and committed to our decisions.
We support each other, respect diversity and encourage participation.

I respect our general practice in meetings:

Applies as a general practice.

1. All individuals participating in meetings Board Members, Staff, Member representatives and guests will be treated with dignity, honouring their uniqueness and value. There will be no tolerance for abuse, the use of derogatory remarks, personal insults, threats or any form of discrimination.
2. Participants must deal with each other in an open, inclusive, honest and respectful fashion.
3. Participants will respect the views of others and allow others the opportunity to speak without interruption within the drawn time limit.
4. Meeting participants are expected to be constructive and to represent the interests of the WAKO organization rather than individual or personal interests.
5. Participants are expected to have completed the necessary advance preparation for meetings, and be prepared to dedicate sufficient time and energy to the Association's business.
6. Communication in meetings will be clear, timely, and concise, to the topic and avoid indecorous language and/or reference to personalities and/or being repetitive.

7. Individual participants will not seek to excessively dominate proceedings.

I respect the chairman of the meeting rights:

If applicable for the meeting due to time limit or if the agenda is extensive.

8. Participants will only speak at the invitation/recognition of the chairman and defined on the time-limit defined for each specific meeting. Any expansion of time allowance can only be given to the Chair and will be conducted with relevance to the time length of the meeting and to the progress of the meeting.

9. If the Chairman of a meeting believes that a participant is in breach of the Code of Conduct he/she will react according to following principles (that will be quoted in the respective minutes of the meeting):

- 1st and 2nd warning to be conducted verbally.
- 3rd warning includes no right to speak or involve with other participants for 30 minutes. The Chairman announces participation. The Chairman also warn that the next warning automatic leads to suspension from rest of the meeting.
- 4th warning includes that the Chairman suspends the delegate and to leave the room with immediate effect.

I respect the conduct on decisions:

Applies as a general practice.

10. A decision must be respected and followed internally and externally. It is important for the integrity of the board/committee to loyally respect the majority of any decision and assist in execution of the decisions.

11. A general business practice requires that all voting delegates support any decision. If a decision of any sensitivity or controversy relevance needs a communication strategy, all delegates of a meeting must respect that communication and questions internally and externally are to be handled only by representatives approved for such.

12. Breach of these conducts like opposing and/or clear resistance and/or non-respect of respective decisions and/or working clearly against decisions or WAKO's interest, will be reacted on accordingly and will be seen as a disloyalty to the colleagues and to the system a member represent and for which can be in clear conflict of good governance practiced for WAKO.

The same breach of the Code of Conduct applies if members of the Board or of the Committees are exposed for excessive pressure and/or are pursued from colleagues in the same Board or Committee and/or from colleagues within the WAKO organization, in an inappropriate manner.

Breach of the Code of Conduct should immediately be reported either to the President or to the Ethical Committee directly.

I respect the rules of conflict of interest:

All staff, volunteers, and management committee members of WAKO will strive to avoid any conflict of interest between the interests of the Organization on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy are to protect the integrity of the Organization's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of the entire Organization as national federations, other board members, athletes, volunteers, staff and committee members.

If there is any connection to you as individual respective the position you have in either WAKO Board or in any other permanent or temporary position, you cannot take part of any decision making process.

Disclosure form

	Yes/No
Conflicts of interest Are you aware of any actual or potential conflicts with WAKO, based on the significant interests held by you.	
Sanctions Have you ever been found by a Relevant Authority to have committed an anti-doping rule violation at any time, including if you have ever served any period of ineligibility for that violation.	
Other Are you aware of any other material information that would preclude you from serving, or make you unsuitable to serve, as an WAKO Official.	
Other Are you aware of any ongoing or previous matter, in which you are/were involved and which is not disclosed here, that is likely to result in a breach of WAKO Code of Ethics?	
Other Are you aware of any action or omission, on your part, that, should you serve as an WAKO Official, that action or omission may bring WAKO IF into disrepute.	

If yes of any of the above chapters of the disclosure form, I will specify such in below explanatory field

Explanation notes



By signing, I confirm that the above information is accurate and complete to the best of my knowledge as of the date stated, and I consent to the use of the information by WAKO IF for the purpose of vetting in WAKO Code of Ethics. I understand WAKO will process and safeguard the information with appropriate confidentiality in accordance with applicable laws. The content of this declaration are:

- Declaration of Integrity
- Code of Conduct
- Disclosure form

All pages need initials on the right bottom of each page.

NAME	
SIGNATURE	
PLACE & DATE	