

Code of Ethics

A Guide to Conflict of Interest Declarations

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What is a conflict of interest and why is it important?

All ITF Board, Committee, Commission and Taskforce members (*Officials*) are subject to the ITF Code of Ethics. The Code sets out the expected standards of behaviour while you are acting as an Official, and in some cases, in your duties outside of that role if the ITF would be impacted by any misconduct. All Officials must read the Code of Ethics in full. It is provided in English, French and Spanish at www.itftennis.com/en/about-us/governance/ethics/

This Guide explains Conflicts of Interest.

A conflict of interest arises when:

- a competing professional or personal interest prevents you, as an Official, from acting in the best interests of the ITF, its members and the sport of tennis, or
- your family member or associate has a competing interest.

A conflict of interest can undermine the ITF's work or integrity as it calls into question whether a decision is truly in the interests of the ITF, or whether it furthers the interest of you or your family member or associate.

You should avoid situations where you benefit or it would be perceived that you benefit, directly or indirectly, or allow an associated third party to benefit from a decision you make as an Official.

Always make decisions in the interests of the ITF, its members and tennis, based on your own independent and objective judgement

Conflicts of interest that are identified and well-managed minimise the risk of compromising the ITF's work and its integrity, and your own integrity

Identify and disclose a conflict of interest to avoid reputational issues

Types of Conflict of Interest

✓ *Personal:*

-Where you personally have a competing interest.

✓ *Familial:*

-Where someone in your family has a competing interest.

✓ *Institutional:*

-Where you have an association with an institution or a business associate with a competing interest. The institution could be a National or Regional Association.

✓ *Actual, perceived or potential:*

-A perception of a conflict or a potential conflict can be just as harmful as an actual conflict to your personal reputation and the ITF's reputation.

Disclose a conflict of interest if:

- ✓ You are employed by, or own a material interest in, or are a director of ITF sponsors, tournaments, suppliers, contractors, broadcasters and customers.
- ✓ You are employed by, own a material interest in, or are director of a company associated with betting in tennis.
- ✓ You have commercial interests or own property that may be affected by ITF decisions.
- ✓ You are employed in the tennis industry.
- ✓ You hold office or are employed in a National or Regional Association, or other sporting bodies (e.g. NOC).
- ✓ You are involved in government or political organisations.

When to file a Conflict of Interest Declaration

If you are a Director, you are required to file a declaration form each year in January.

Additionally, you must update your declaration whenever your circumstances change.

If you become an Official at any other time during the year, you must file a declaration as soon as you take up office.

If you are a Committee, Commission or Taskforce member, you are required to file a declaration form once every two years in January.

What should you declare on your Conflict of Interest Declaration Form?

At a minimum, you should declare:

- ✓ Your role in your National Association and/or Regional Association (e.g. board, committee member, employee);
- ✓ Your role in any ATP, WTA or ITF tournaments (e.g. owner, tournament director, tournament committee member);
- ✓ Any officiating certification;
- ✓ Family members who play in ITF competitions;
- ✓ Family members who have any role in National or Regional Associations, or tennis tournaments;
- ✓ Ownership, director roles or employment in any tennis-related company (e.g. court or equipment, player agencies, event management companies); and
- ✓ Any other actual, perceived or potential conflict of interest, however unlikely it is to arise, including personal, familial and/or institutional conflicts.



Conflicts of interest, when properly declared, rarely result in serious consequences but failure to make a disclosure could result in a breach of the Code of Ethics.

You are personally responsible for avoiding situations where you have conflicting interests.

If you are in doubt about a situation, disclose it or contact secretary@itf-ethics.com with any questions.


What happens after you make your disclosures?

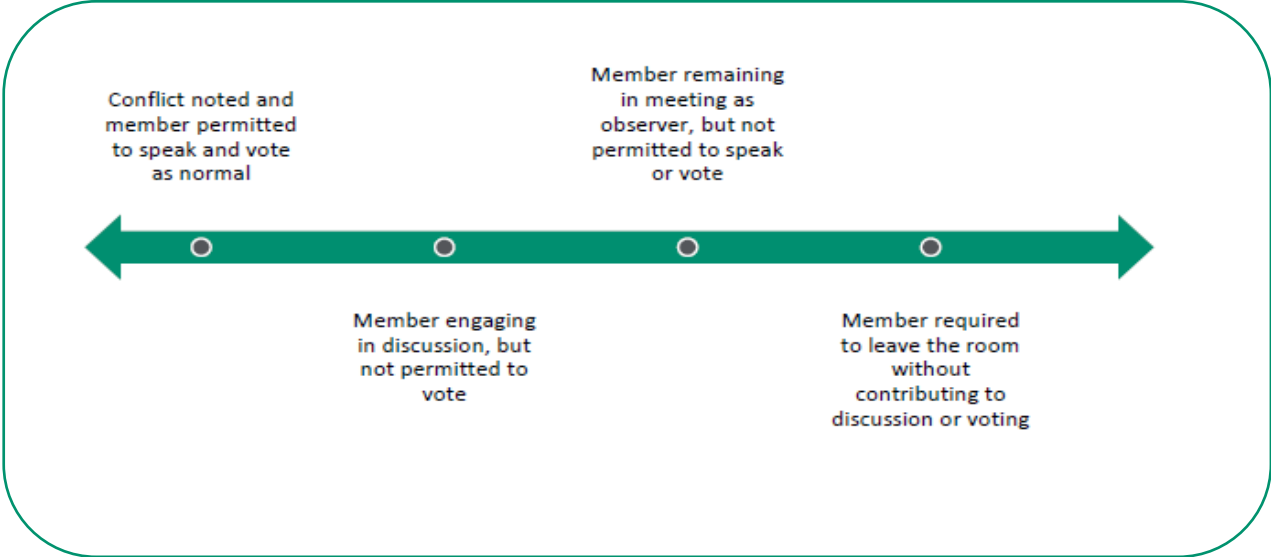


The Ethics Commission is responsible for overall management of conflicts of interest. If the Commission identifies any concerns with your form, you will be contacted. Otherwise, the Register of Conflicts will be updated and provided to the Chair of the Board, and each relevant Committee, Commission or Task Force Chair and ITF staff member.

Prior to each meeting, the Chair and ITF staff member will review the register against the agenda and consider whether any mitigation is required.

At the beginning of your meeting, the Chair or ITF staff member will:

- Ask you whether any new conflicts need to be reported;
- Advise the meeting of any conflicts relating to the agenda;
- Ensure that any new conflict is recorded in the ITF's register;
- Explain the proposed method for managing any conflict as set out in the diagram: 



To complete your
Conflict of Interest
Declaration Form

[click here](#)

Data Protection

The information you provide will be processed in accordance with applicable data protection laws (e.g. GDPR, the UK Data Protection Act 2018). The information will be processed for the purpose of the ITF's corporate governance and ethical commitments, and not for any other purpose.

A privacy notice setting out how the ITF uses this information (as well as other information about you) is available on the ITF website and a link is provided on the Code of Ethics online declaration.