

# International Floorball Federation IFF



## IFF Good Governance Policy

Prepared by the IFF CB  
for the 12<sup>th</sup> IFF General Assembly in  
Gothenburg, Sweden

# **IFF GOOD GOVERNANCE POLICY IN FLOORBALL**

**Proposed to the IFF Central Board on 9<sup>th</sup> of November 2014**

## **PURPOSE**

This document is to provide guidance to all members and officials of the IFF, the officials of all the Member Associations and the Players participating in our Events and their entourage, concerning their personnel conduct and that of their Associations in its dealings in everything related to Floorball. The guidance is to provide an outline of acceptable practices in their dealings in all level of Floorball.

As defined in the IFF Strategy 2009 – 2020, IFF is an association consisting of associations, acting as the umbrella for all kind of Floorball and the organisations running and developing the sport. It is the responsibility of IFF to foster and continue to develop the Sport of Floorball. Having this responsibility towards the floorball community, we need to follow the principles of honesty, equality, integrity, fairness and transparency in all our activities. It is our task to be able to act in a correct way in all situations where the Association is put under challenge for misconduct, abuse or even fraud.

For this reason the IFF has drawn up this Good Governance Policy, based on the IFF Code of Ethics and the guiding values of the sport. It contains the guiding principles according to which we act and treat all our stakeholders. This Good Governance Policy supports us in our efforts to create transparency in our actions and to avoid corruption and any kind of abuse in our operations.

Everyone who is subject to this Policy is responsible to be familiar with its terms and shall comply with it.

## **§1. GENERAL GUIDELINES FOR OUR ACTIONS**

- The work and expression we give of our actions are based on the way we conduct our operations and upon the behavior of our officials and organization.
- Within the framework of our administrative office, our actions are characterized by professionalism, honesty and integrity and based on fair play.
- Our decision-making processes are transparent and independent of any dishonest influence exerted by any outside partners, member associations or other stakeholders. Any person holding a volunteer or paid position must not in any respect be exploited for private purposes or personal advantages.
- All decisions made with-in the organization are documented accurately and published accordingly on the IFF web page – [www.floorball.org](http://www.floorball.org).
- Our activities facilitate the sustainable development of our sport and we give equal consideration for social, ecological and economical criterias.

## **§2. GUIDELINES FOR PERSONNEL CONDUCT**

### **§ 2.1. DEALINGS WITH OTHERS**

- We respect the principles of the Code of Ethics and are guided by them.
- We are always to carry out the task(s) connected to our role on the basis of “Treat others as you want to be treated yourself”

- One is to treat and deal with their partner with respect, listen and always consider the best interests of Floorball
- No form of Discrimination or Harassment is to be tolerated in any action committed
- We protect the general right for everyone of individual privacy and the personal data of our co-workers and all personal data of other people entrusted to us and don't use it in any other context than what has been agreed to.

### **§3. GUIDELINES FOR OUR OPERATIONS**

#### **§ 3.1. GIFTS**

- We disclose gifts and declare them to the respective manager or the supervisor, if the value is over 100 CHF, who will decide how to deal in the matter.
- We do not accept gifts that cause a conflict of interest or might jeopardise our integrity
- Never accept a gift in the form of cash, or its equivalent.
- Any fees that are received from any stakeholder for work done or as payment for participation or services provided in connection with the operations of the IFF are to be declared and handed over directly to the person responsible for the accounts with-in IFF.

#### **§ 3.2. INVITATIONS**

- We disclose all invitations we have received and declare them to the respective manager or supervisor, who will decide upon it.
- We accept and issue invitations only if they are connected with our duties involved in representing the IFF and there is no conflicts of interest arising from them.
- We do not allow ourselves to be accompanied by family members or partners at official events or to invitations without the agreement of the respective manager or supervisor.

#### **§ 3.3. BRIBES & COMMISSIONS**

- We do not allow ourselves to be bribed or accept any commission payments in any form.
- We refuse any undue advantages, which are offered, promised or granted to us for the purpose of a breach of duty or dishonesty.
- We do not offer to bribe any person or pay commissions in any form

#### **§ 3.4. LOBBYING**

- We conduct the representation of our interests exclusively in connection with specific and clearly defined projects.
- We shall conduct lobbying in an ethical way and not involve any bribes or commissions in the process.
- Lobbying shall be carried out for the interests of the Association and not any personal interests

#### **§ 3.5. ASSOCIATION FUNDS AND ASSETS**

- We only use the funds and assets of the Association for the benefit of the Association and its members
- We maintain full financial records of the Associations funds and assets and their use.
- Sponsorships received are to be used for the benefit of the Association and its members
- All sponsorships should follow the same ethical guidelines than of the Association and promote the Sport of Floorball.

- All financial transactions must be proven and recorded within the framework of correct, comprehensive book-keeping which is in compliance with the law.
- When IFF is providing financial support to its Member Associations, the use of these funds shall always be for the benefit of Floorball and must be clearly recorded in the accounts of the IFF Member Associations.
- Upon request, the concerned Member Associations will cooperate with experts designated by the IFF CB to audit the accounts regarding these resources. The IFF Member Associations will give these experts the information they need.

### **§ 3.6. CONFLICT OF INTEREST**

- We avoid conflicts of interest as defined in the IFF Conflict of Interest Policy and if we are not able to avoid them we disclose them to the Association.
- As a member of the IFF Central Board, Committees, Commissions, functions, or the Office we do not take part in any decisions that we have a personal or financial interest in.
- We disclose any investments or financial connections with customers, suppliers, sponsors or other business partners of the Association.

### **§ 3.7. BETTING**

- We do not take part anywhere in betting either directly or indirectly on games of Floorball
- We do not provide any inside information that we have received in our position outside the organisation, which could be used for betting purposes.
- We do not maintain any relationships with illegal bookmakers or betting companies.
- We do not, directly or indirectly, attempt to influence the course or result of a competition

### **§ 3.8. FAIR COMPETITION**

- We do not strike any agreements with competitors regarding economically sensitive issues like offers, prices, terms and conditions of business and interest of sponsors etc.

### **§ 3.9. FRAUD**

- We do not condone or tolerate any form of fraud or embezzlement of the funds or assets of the Association.
- We operate on a zero tolerance basis.

### **§ 3.10. CANDIDATES FOR ELECTION AND APPOINTMENTS**

- All Candidates' need to respect the relevant IFF procedures in place and act accordingly
- All Candidates' have to run their campaign with honesty, moderation and respect for the other candidates and voters
- The Candidate's should not approach the voters, in an unappropriated manner, with the objective to affect their freedom of decision.

#### **§ 4. GUIDELINES FOR DEALING WITH SPONSORSHIP & PARTNERS**

- We take the Code of Ethics and the Good Governance Guidelines as the basis for all relations with sponsors and all other stakeholders.
- We work together with stakeholders that confirm that in their business activity they adhere to the respectively applicable legal provisions.
- We always make payments directly to the entitled parties. We do not make any transfers to accounts or in countries which are classified as problematic by the transferring financial institution.
- The Association ensures that all support payments and financial contributions for charitable purposes are not used for any corrupt or inappropriate purpose.
- We always make all agreements/contracts involving any transaction of financial assets/money in writing and signed by two persons by the IFF, in accordance to our Statutes.
- We always use open and documented bids for Event organisation that is sent to all concerned stakeholders, with a sufficient time to hand in their bid.
- If the term of contract ends and no prolonging of the IFF sponsorship deals are made in accordance with the existing contracts, we invite companies to an open bid for the IFF sponsorships.

#### **§ 5. FILES AND DOCUMENTS CONFIDENTIALITY**

- The work produced by employees and other persons and committees to whom/which the IFF Good Governance Guidelines applies are the property of the Association unless this is expressly specified otherwise.
- We protect the intellectual and material property of the Association and that of third parties.
- We do not use confidential information for personal gain
- We treat confidential information with confidentiality at all times unless approved by the Association to be disclosed.
- When the employment or working relationship ends, we return all documents containing confidential information to the Association
- In all the agreements IFF signs it is clearly defined, how a possible dispute shall be handled and the process for that.

#### **§6. BREACH OF THIS POLICY**

Persons subject to this Policy who breach it will be sanctioned, in accordance with the IFF Juridical Regulations.

Persons subject to this Policy who attempt, or agree with another person, to act in a manner that would constitute a violation of this Policy, shall be treated as if they had committed a violation, whether or not such attempt or agreement in fact resulted in a violation.

#### **LEGAL NOTICE**

The IFF Good Governance Policy was approved by the Central Board of the International Floorball Federation on 9<sup>th</sup> of November 2014 and comes into force on 17<sup>th</sup> of November 2014.