



Ethical Guidelines for Board and Committee Members

Adopted by the ITF Board of Directors
at the board meeting held in Frankfurt, Germany on 5-7 September 2019

Name of board / committee member (in block letters): _____

Board / committee member (indicate position): _____

Committee member (indicate name of committee): _____

Statement of Commitment

“In establishing policy for and on behalf of ITF’s members, I am a custodian in trust of the assets of their organization. The members recognize the need for competent and committed elected board and appointed committee members to serve their organization and have put their trust in my sincerity and abilities. In return, the members deserve my utmost effort, dedication, and support.”

“Therefore, as a board / committee member of ITF, I acknowledge and commit that I will observe a high standard of ethics and conduct as I devote my best efforts, skills and resources in the interest of ITF and its members. I will perform my duties as board / committee member in such a manner that members’ confidence and trust in the integrity, objectivity and impartiality of ITF are conserved and enhanced. To do otherwise would be a breach of the trust which the membership has bestowed upon me.”

Ethical Guidelines

General

1. I will always hold the betterment of the membership of the organization as my priority, including during all participation in discussions and voting matters.
2. I recognize that I am obligated to act in a manner which will bear the closest public scrutiny.
3. It is my responsibility to contribute to the board of directors / the committee any suggestions of ways to improve the organization’s policies, standards, practices or ethics.
4. I will not abuse my position as a board / committee member by suggesting to any organization employee that I am entitled to or expect any special treatment beyond regular members of the organization.
5. I will declare any conflict of interest, be it real, potential, or apparent, which is not immediately obvious with regard to any matter being discussed in my presence during a meeting.

6. If the board / committee decides at any time during a meeting that I have a conflict, I will accept their request that I refrain from participating in the discussion and I will leave the meeting at the board's / committee's request. I understand that the board's / committee's decision will be recorded in the minutes, either with or without the reasons for the decision being also recorded.
7. I understand that the following activities are considered by the organization to be conflicts of interest, and that conflicts of interest are not limited to the following situations:
 - where a board / committee member makes a decision or does an act motivated by other or additional considerations than the best interests of the organization;
 - where a board / committee member personally contracts with the organization or where he is a member of other organizations which are contracting with this organization;
 - where a board / committee member learns of an opportunity for profit which may be valuable to him / her personally or to another organization of which he / she is a member, or to other persons known to the member;
 - where a board / committee member, in any circumstance as related to the organization, puts his / her personal interests ahead of the best interests of the organization.

Information

8. I will not knowingly take advantage of or benefit from information that is obtained in the course of my official duties and responsibilities as a board / committee member, and that is not generally available to membership.
9. I will be alert to information which the organization can use to develop improved policies and strategies.
10. I will protect the organizations information closely and will not release or share confidential information without the permission, preferably in writing, of the person who provided it.
11. I will maintain confidentiality of all information which the board deems ought to be kept confidential.

Resources

12. I will be mindful of resources which are in my trust on behalf of the organization, and will help establish policies which ensure the maximization of secure and protected resources.
13. I expect to be reimbursed for legitimate expenses incurred by myself on behalf of the organization. I will keep all such expenses reasonable and justifiable and will discuss expenses which may be in question with the organization's president.

Gifts and Hospitality

14. I will exercise care and due diligence at all times when giving or accepting any form of gift or hospitality on behalf of the ITF.
15. I will not give nor accept gifts or hospitality as inducements or encouragement for preferential treatment or inappropriate or dishonest conduct.
16. I will not actively seek nor encourage gifts or hospitality from any party, nor will I give the impression that the award of any business, contract or similar is in any way conditional on gifts or hospitality.
17. I may give or accept gifts or hospitality if there is no expectation of any favour or preferential treatment.
18. I will comply with any ITF's gift and hospitality policy once approved by the ITF. Such policy will replace the text in this section of the *Ethical Guidelines for Board & Committee Members*.

Representing the Organization

19. As part of my duties as a board / committee member, I represent the organization informally and formally to other associations, societies, government officials, and business representatives. I recognize that it is important that I represent the organization in such a way as to leave others with a positive impression of the organization. In my duties, I will preserve and enhance the good reputation of the organization and will avoid behavior which might damage its image.

Interpretation

20. The president of the organization shall ensure that the practice of this policy will be fair, just, and equitable in all situations of interpretation and application.

Enforcement

21. The president is ultimately responsible for immediate interpretation, application and enforcement of the board / committee members' ethical guidelines policy. All complaints concerning a possible ethical guidelines violation shall be made in writing to or by the president with a copy provided to the complainant.
22. The president shall make an initial determination of the issue and shall attempt initial resolution of the problem with the complainer and the complainant.
23. If this initial attempt at resolution is not successful, the president shall forward the complaint to the ITF Discipline Committee which shall conduct an investigation of the complaint and submit a written report to the president within 30 days. The president will render his decision within ten days of receiving the committee's report.
24. The president's decision may be appealed in writing to the board of directors for consideration at the board's next regular scheduled meeting for a final decision. The final decision shall be delivered in writing to the complainer and complainant.

Delegation

25. Should the president be the subject of a written complaint, the senior vice president shall perform the duties normally assigned to the president in this matter.

Sanctions

26. Sanctions imposed for violation of these guidelines may include, but are not limited to, the following:
- excluding the board / committee member from portions of all future meetings and discussions which relate to the stated conflict of interest, and/or
 - censure of the board / committee member, in private, in public, or both, and/or
 - removal of the board / committee member from office by a resolution passed by a vote of two-thirds of the members voting at a regular or a special meeting of the ITF congress, provided that notice of such a proposed resolution is given with the notice calling the meeting.

I have read and I accept ITF's Ethical Guidelines for Board / Committee Members.

Date

Signature of Board / Committee Member