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Surfing South Africa Conflict of Interest Policy

1. Purpose

Surfing South Africa (SSA) is committed to maintaining the highest standards of integrity, transparency, and accountability in all its operations. The purpose of this policy is to ensure that all decisions and actions taken by the SSA Board, employees, contractors, and volunteers are free from any actual, potential or perceived conflicts of interest.

2. Scope

This policy applies to:

- Members of the SSA Board and its subcommittees
 - SSA employees, contractors, and consultants
 - Volunteers, officials, and event organisers acting on behalf of SSA
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3. Definition

A **conflict of interest** arises when an individual's personal interests, relationships, or activities compromise, or could be perceived to compromise, their ability to act in the best interests of Surfing South Africa.

Examples include (but are not limited to):

- Holding a financial interest in a company doing business with SSA
 - Receiving gifts, hospitality, or benefits from individuals or entities that have dealings with SSA
 - Using SSA information or resources for personal gain
 - Family or close personal relationships influencing SSA decisions (e.g. team selection, procurement, appointments of officials, staff or service providers)
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4. Principles

- All SSA representatives must act honestly, ethically, and in the best interests of the organisation.
- Any and all potential conflict of interest must be declared promptly to the SSA Board as a whole and managed transparently.
- No individual may participate in decisions where a conflict (actual or perceived) exists.
- SSA promotes a culture where declaring a conflict is viewed as responsible conduct, not wrongdoing.

5. Disclosure Procedure

5.1 Declaration of Interests

- All Board members and senior staff must complete an **Annual Declaration of Interest Form** at the start of each financial year.
- Any new conflict that arises during the year must be declared immediately in writing to the SSA Board.

5.2 Recording of Conflicts

- The SSA General Manager will maintain a **Conflict of Interest Register**, recording:
 - o The name of the individual
 - o The nature of the conflict
 - o The date of declaration
 - o The decision or action taken to manage the conflict

5.3 Management of Conflicts

Once declared:

- The individual must recuse themselves from discussions or decision making on the matter.
 - The Board will decide how to manage or mitigate the conflict, which may include:
 - o Restricting involvement in certain activities
 - o Transferring decision making authority
 - o Termination of the engagement (in severe cases)
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6. Gifts and Hospitality

- Gifts or hospitality exceeding a nominal value of R500 must be declared in writing to the SSA Board.
 - Gifts that could influence, or appear to influence, decision-making should be declined.
 - Token gifts (e.g. event merchandise) may be accepted if they do not create an obligation or perception of bias.
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7. Breaches of Policy

Failure to disclose a conflict of interest or comply with this policy may result in disciplinary action, which could include:

- Formal warning
 - Suspension or removal from office
 - Termination of employment or contract
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8. Review and Approval

This policy will be reviewed every two (2) years or as required to ensure continued alignment with best practice and legal requirements.

Approved by: SSA Board of Directors

Date Approved: October 2025

Next Review Date: October 2027
