

## UIAA STANDARD OPERATING PROCEDURE SOP-0205

### CONFLICT OF INTEREST: POLICY & FORM

|              |                       |                              |
|--------------|-----------------------|------------------------------|
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|--------------|-----------------------|------------------------------|

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**UIAA****International Climbing and Mountaineering Federation**  
UNION INTERNATIONALE DES ASSOCIATIONS D'ALPINISME

## 1. INTRODUCTION / PURPOSE

This procedure explains and defines how conflicts of interest are handled within the organisation.

This policy and procedure apply to all of the following:

- UIAA Executive Committee
- UIAA Management Board
- UIAA Commissions
- UIAA Competition Officials
- UIAA World Ice Climbing Board
- Special UIAA Bodies created (such as Taskforces and Committees)
- UIAA Staff, in any capacity, temporary or permanent

## 2. POLICY

### 2.1. Definition of a conflict of interest

- a. In the context of the provisions of this policy, a distinction is made between the situation of a “potential conflict of interest” and the case of a “conflict of interest”. Only conflicts of interests are prohibited.
- b. A situation of a potential conflict of interests arises when the opinion or decision of a person, acting alone or within an organization, in the framework of the activities of the physical or legal persons defined in scope above, may be reasonably considered as liable to be influenced by relations that the aforementioned person has, has had or is on the point of having with another person or organization that would be affected by the person’s opinion or decision.
- c. A case of conflict of interests is constituted when any person who, having abstained from declaring a situation of a potential conflict of interests, expresses an opinion or takes a decision in the circumstances described in the above paragraph b.

A conflict of interest is considered to exist:

- in any situation where the personal or business interests of a person covered by this policy may influence his/her ability to put the interest and welfare of the UIAA before personal or business interests or where someone is likely to perceive that that person could be influenced.
- whenever an individual can benefit directly/indirectly from information received by, or a decision of the Board, committee or body or where someone might reasonably perceive there to be such a benefit.
- when an individual has two separate and competing interests and it may be unclear as to which interest he/she is acting for.

### 2.2. Instances of a conflict of interest

In assessing the situations described in Paragraph 2.1 above, direct as well as indirect interests must be taken into account. This also includes the interests of a third person such as a parent, spouse, relation or dependent.

The following non-exhaustive list shows examples of common instances of conflict of interest:

- Where a person has personal interests in business transactions or contracts that the UIAA may enter into.



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- Where a person has an interest in other organizations (supporting UIAA events and competitions) that have dealings or relationships with the UIAA and when matters involving the interest of both the UIAA and the other organization are being considered.
- Where a person has interests in any joint ventures with external parties which the UIAA may enter into.
- In recruiting staff with close relationships (i.e. those who are more than acquaintances) with those persons covered by this policy.
- Any employment or income received from work undertaken within sport.
- Any income received from sport as a partner, director or employee within a firm or company.
- Any sponsorship personally received.
- Any contracts with a sport for the provision of services or goods for profit.

For all UIAA competitions, the following compatibility matrix is an indicator to suggest possible instances of conflicts.

|                            | Competition Officials | Competition Organiser | UIAA representative | Athlete | Team Coach | Jury President | International Judge | Aspirant Judge | Chief Route Setter | International Route Setter | Aspirant Route Setter | Forerunner | Belayer |
|----------------------------|-----------------------|-----------------------|---------------------|---------|------------|----------------|---------------------|----------------|--------------------|----------------------------|-----------------------|------------|---------|
| <b>Entities</b>            |                       |                       |                     |         |            |                |                     |                |                    |                            |                       |            |         |
| UIAA EC Member             |                       |                       |                     |         |            |                |                     |                |                    |                            |                       |            |         |
| UIAA MB member             |                       |                       |                     |         |            |                |                     |                |                    |                            |                       |            |         |
| WIC Board Member           |                       |                       |                     |         |            |                |                     |                |                    |                            |                       |            |         |
| Competition Organiser      |                       |                       |                     |         |            |                |                     |                |                    |                            |                       |            |         |
| UIAA representative        |                       |                       |                     |         |            |                |                     |                |                    |                            |                       |            |         |
| Athlete                    |                       |                       |                     |         |            |                |                     |                |                    |                            |                       |            |         |
| Team Coach                 |                       |                       |                     |         |            |                |                     |                |                    |                            |                       |            |         |
| Jury President             |                       |                       |                     |         |            |                |                     |                |                    |                            |                       |            |         |
| International Judge        |                       |                       |                     |         |            |                |                     |                |                    |                            |                       |            |         |
| Aspirant Judge             |                       |                       |                     |         |            |                |                     |                |                    |                            |                       |            |         |
| Chief Route Setter         |                       |                       |                     |         |            |                |                     |                |                    |                            |                       |            |         |
| International Route Setter |                       |                       |                     |         |            |                |                     |                |                    |                            |                       |            |         |
| Aspirant Route Setter      |                       |                       |                     |         |            |                |                     |                |                    |                            |                       |            |         |
| Forerunner                 |                       |                       |                     |         |            |                |                     |                |                    |                            |                       |            |         |
| Belayer                    |                       |                       |                     |         |            |                |                     |                |                    |                            |                       |            |         |

|  |                                                |
|--|------------------------------------------------|
|  | Compatible                                     |
|  | Incompatible                                   |
|  | Conflict of Interest present – must be managed |
|  | Not applicable                                 |

### **2.3. Declaring a conflict of interest**

Each person covered by this policy must submit a conflict of interest form, upon being nominated for a volunteer or an employed position, in January of each calendar year. The form will be distributed by the UIAA Office and is available via online typeform (ref. Annex I Conflict of Interest Form).

Any changes in the declared conflict of interest form must be communicated to the UIAA Office immediately.

Should a new conflict of interest arise during a meeting and/or event, the person concerned should declare it immediately and it is to be dealt with as described in 2.4. below.

### **2.4. Dealing with a conflict of interest**

It is the personal responsibility of each person to avoid any case of conflict of interest. Faced with a situation of an actual or potential conflict of interest, the person concerned must:

- disclose the actual or potential conflict of interest via the official conflict of interest form, and/or
- orally declare the actual or potential conflict of interest at the moment it arises, and
- withhold from expressing any opinion, participating in any discussion or from voting on the subject, unless specifically requested from the group.

If a person does not declare their conflict of interest, any member of the respective body may question a conflict and request the disclosure and management of the conflict, addressing the Executive Committee.

The CEO reports all conflicts of interest to the Executive Committee and Management Board in Q1 of each calendar year.

The Executive Committee and Management Board are responsible to define and act on consequences of conflicts. Where and if necessary, the Court shall be consulted to decide on consequences of conflicts.

The Executive Committee informs the relevant bodies of existing conflicts and explains consequences and procedure (e.g. to withdraw the concerned person from discussions and exclude their vote on a given matter).

The dealing of a conflict of interest must be recorded in the minutes of a meeting, at least including the following information:

- concerned agenda point
- who had a specific conflict
- what was the specific conflict
- how was the specific conflict dealt with.

### 3. UIAA DOCUMENTS

The following UIAA documents play a crucial role in defining and acting upon a conflict of interest:

- Article of Association (AoA)
- Code of Ethics
- Regulations for the Commissions
- Ice Climbing Competition Handbook
- Ice Climbing Regulations

### 4. PROCEDURE

The procedures to be followed and the delegated responsibilities are described below.

| Activity                                                                                                                                                                                                                                                                                                                       | Responsibility                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Declaration of Conflict of Interest                                                                                                                                                                                                                                                                                            |                               |
| a. Send conflict of interest form to every person covered by this policy, upon being nominated for a volunteer or an employed position, in January of each calendar year.                                                                                                                                                      | Office                        |
| b. Every person covered by this policy shall declare in writing all business, sport or other personal interests which might result in a conflict of interest, actual or potential, in the discharge of their responsibilities, upon being nominated for a volunteer or an employed position, in January of each calendar year. | Person covered by this policy |
| c. Any changes in the declared conflict of interest form must be communicated to the Office immediately.                                                                                                                                                                                                                       | Person covered by this policy |
| d. Should a new conflict of interest arise during a meeting and/or event, the person concerned should declare it immediately.                                                                                                                                                                                                  | Person covered by this policy |
| Evaluation, reporting and consequences of conflicts of interest                                                                                                                                                                                                                                                                |                               |
| e. Evaluate all conflicts of interest forms as they are submitted.                                                                                                                                                                                                                                                             | Office                        |
| f. Report all conflicts of interest to the EC and MB in Q1 of each calendar year.                                                                                                                                                                                                                                              | CEO                           |
| g. Discuss conflict of interest report in Q1 of each calendar year and define and act on consequences of conflicts.                                                                                                                                                                                                            | EC and MB                     |
| h. Where and if necessary, involve the Court to decide on consequences of conflicts.                                                                                                                                                                                                                                           | EC                            |
| i. Inform relevant bodies of existing conflicts and explain consequences and procedure in Q1 of each calendar year.                                                                                                                                                                                                            | EC                            |
| j. Act on consequences of conflicts when relevant.                                                                                                                                                                                                                                                                             | All UIAA bodies               |
| Documentation and archiving                                                                                                                                                                                                                                                                                                    |                               |
| k. All UIAA bodies to document relevant conflicts within meeting minutes and decisions (e.g. recording non-voting of persons who have a declared conflict of interest).                                                                                                                                                        | President of respective body  |
| l. Archive all conflict of interest forms and reports within the UIAA Office SharePoint.                                                                                                                                                                                                                                       | Office                        |

### 5. LIST OF RELATED DOCUMENTS

- SOP0207 – Staff Regulations
- SOP0603 – Nomination for election of Management Board members
- SOP0703 – Nomination for election of the President and Executive Committee members

- Commission Task Descriptions
- SOP0806 – Nomination and Election of Commission Members
- SOP0807 – Nomination and Election of Commission Presidents and Vice-Presidents

## HISTORY

| Version number | Valid from (date) | Description, comment                                                        |
|----------------|-------------------|-----------------------------------------------------------------------------|
| V01            | 18 August 2025    | First version of this SOP, based on existing conflict of interest policies. |
| V02            | 5 September 2025  | Code of Ethics added to UIAA documents.                                     |

## ANNEX I – CONFLICT OF INTEREST FORM

*Note this is the offline version of the form. To officially submit the form please use the electronic Typeform version distributed by the UIAA Office.*

This conflict of interest form should be signed annually and whether there is no conflict, a potential or actual one. The full policy and procedure are defined within the UIAA Standard Operating Procedure SOP0205.

**IMPORTANT:** UIAA Commissions Delegates

According to UIAA Commission Regulations 2.2.5: “No voting rights may be exercised without a signed and valid conflict of interest form being in place with the UIAA office before the meeting at which the vote may be exercised.”

1. Please indicate your role in the UIAA  
*Choose all the applicable. You may also choose the role you are nominated for.*
  - Executive Committee
  - Management Board
  - Court
  - Commission President / Vice-President
  - Full or corresponding Commission delegate
  - Staff
  - World Ice Climbing Board
  - Other
2. If you indicated that you serve on a Commission, what Commission(s) do you belong to?
  - Anti-Doping
  - Medical
  - Mountain Protection
  - Mountaineering
  - Legal Affairs
  - Safety
  - Training
  - Youth
3. Please indicate the name of the federation and/or organisation you represent within the UIAA.
4. Your first name
5. Your last name
6. What country are you from?
7. What is your email address?
8. Conflict of interest declaration

I, the undersigned declare as follows:

- I have read, understand and accept the policy and procedure described in UIAA Standard Operating Procedure SOP0205.
- I do not have, nor do I presently anticipate having any conflict of interest, actual or potential, other than as set out in this completed form.
- I agree to make immediate disclosure of any actual or potential conflict of interest arising after the date of this declaration.
- I agree to be bound by the decision of the person or body authorized to make decisions under the policy.

Please select:

- I confirm
- I do not confirm

9. Do you have any interests or conflicts to declare?

- Yes
- No

10. If you selected yes, please explain what interests or conflicts you have to declare. This includes any actual or potential conflicts from the last 12 months.

11. I certify that the facts submitted in this form are true to the best of my knowledge and belief.

- I confirm
- I do not confirm

Many thanks for officially and successfully completing the conflict of interest form.