

British Ju-Jitsu Association GB

Commercial Ethics Policy

Version	Author	Date	Review Date
1	Martin Dixon	June 2022	June 2025

Introduction

At British Ju-Jitsu Association GB, we want to do what's 'right' as we seek to include everyone in the sport of ju-jitsu.

The purpose of this Commercial Ethics policy is to help guide our Executive Committee, Associations and members to do what's right in the way we interact with our key stakeholders.

This policy applies to the BJJ GB and its usual business. We will also promote its use among our Associations and clubs to ensure good practice, however these may have separate policies and procedures as separate entities.

Business Integrity

Members of the Executive Committee will not offer, give, or receive any gift, payment, or hospitality ("inducement") which is, or may reasonably be construed as being, a bribe, where it relates to their role as a Committee member of BJJ GB.

Any inducement offered, given, or received must be incapable of appearing to interfere with the impartial discharge of duties as a BJJ GB Committee member. Any Executive Committee member who is offered an inducement which they feel is intended to interfere with the impartial discharge of their duties must report any such offer to the Chair of the Executive Committee of BJJ GB.

The offer of, or acceptance of, gifts or hospitality can be seen by others as an inducement to purchase goods or services from the supplier of the gift or hospitality, even if the recipient does not see it that way.

In order that we are transparent in doing what's right, all gifts and hospitality offers should be registered on the Gifts and Hospitality Register maintained by the Executive Committee, whether they are accepted or not. The register will be inspected annually. Exceptions to this requirement to register are Low Value Gifts and Working Hospitality (see below).

Ethical Partners and Procurement

When entering into arrangements with other organisations or businesses, the Executive Committee members shall take responsibility for conducting due diligence on any party engaged in a contract with BJJ GB, prior to its agreement. Member Associations may have their own arrangements but Executive Committee members are expected to apply the following when entering into arrangements on behalf of BJJ GB.

To ensure the reputational integrity of BJJ GB, the responsible Executive Committee members will consider:

- Equality- Aspects including Governance, Living Wage, Gender Pay, Modern Slavery should be considered when procuring services to, or partnering with, outside organisations. An up to date Equality Policy of potential partners should also be requested as good practice.
- Environmental- Aspects such as using local providers, zero plastic businesses, organisations with a net-zero carbon policy or target should be accounted for in the decision making process.
- Safeguarding- Ensure the organisation has in place up to date and appropriate safeguarding children and adult policies.

The BJJ GB will encourage member Associations to follow these principles.

Gifts (including discounts and benefits in kind)

In general, all gifts should be refused where it relates to an Executive Committee member's role with BJJ GB. However, in cases where refusal is likely to offend, some discretion may be exercised.

The offer of a gift should be reported to the Executive Committee who will decide based on the nature, volume, and origin of the gift whether it should be refused or accepted. Executive Committee members may accept occasional gifts of a low value such as calendars, diaries, and pens which are worth, or appear to be worth, less than £25 ("Low Value Gifts"). It is not necessary to ascertain the exact value of such gifts. Individuals should exercise careful judgment in such cases.

Hospitality

Working meals and drinks provided on a modest scale and on an occasional basis (“Working Hospitality”) are part of normal business practice and Executive Committee members are not required to obtain formal approval to attend them. However, if individuals receive a prior invitation to a more formal lunch or dinner, they must declare their intention to attend to the Executive Committee, where it relates to their role as a BJJ GB Committee member.

As with gifts, the refusal of any invitation may cause embarrassment, and this must be taken into account by anyone considering or approving such an invitation. Individuals must also take account of the timing of the invitation in relation to decisions which BJJ GB may be taking, affecting those offering the hospitality. Invitations to other events such as launches, conferences or sporting events etc. should be subject to the same scrutiny as above. Where this relates to a Committee member’s role outside of BJJ GB, such as a member association it may be prudent to make the Executive Committee aware of any commitments.

Partner products

Product provided by brand partners for the purposes of seeding, testing, demonstration, and promotion may be accepted, following approval from the Executive Committee, who will decide based on the nature, volume, and origin of such items.

Any such partner product must be registered on the Gifts and Hospitality Register.

Conflicts of Interests

Even the appearance of a conflict of interest can damage the sport’s reputation, so conflicts need to be managed carefully. Executive Committee members are expected to observe the following principles of conduct in all financial and related transactions with regards to their role with BJJ GB:

- Decisions must be taken in terms of BJJ GB’s interests. Personal relationships, friendships, family links or personal advantage must not influence decisions. Similarly, Executive Committee members must not place themselves under any financial or other obligation to outside individuals or organisations, which might influence them in the performance of their BJJ GB duties. Any conflicts of interest in these respects must be declared to the Executive Committee at the time that such conflict becomes apparent. Where the conflict of interest is judged to be material, an individual with such an interest will be required to withdraw from the decision-making process. A BJJ GB Executive Committee member who also holds a role with another ju-jitsu Association should declare this at appointment and the Committee should be cognisant of these interests when making decisions on behalf of BJJ GB.
- No contracts or sub-contracts may be placed by any individual or department within BJJ GB with a company, partnership, sole trader or other entity owned by a member of BJJ GB

Executive Committee or a 'Related Party' to that member of staff without formal authorisation by the Chair. A member Association does not constitute as a related party for the purposes of this policy and any contract or sub-contract awarded to a member Association will be done so with agreement of the full Executive Committee.

*Related Party is an accounting term referring to a person or company, for example a shareholder or a company in the same business group, that is connected to the person or company previously mentioned and that often has some control or influence over that person or company.

Declaration of Business Interests

All members of the Executive Committee are required to notify the Committee of their business interests in order that the Register of Business Interests is kept current. Details to be notified include the full legal name, the type(s) of business carried out, and your position within that business whether paid or unpaid. If you are a sole trader or provide services for payment this must be included. All agencies, which you receive or are entitled to receive payment from, must be included. If you have no business interests from any sort of business write NONE.

The business or other interests of your partner must also be declared where that interest may be a conflict with BJJ GB's interests. Member Association roles should be declared at appointment or if this changes during a Committee member's time with BJJ GB's Executive Committee. If in doubt, an interest should be declared and the responsibility rests with the individual member. Details given will be treated as confidential.

Declaring Interests at Meetings

Any interest in matters to be discussed at a meeting of BJJ GB working groups, Executive Committee, or similar should be declared as soon as possible and practicable after the beginning of the meeting. The chair of the meeting shall consider whether the individual should take part in the consideration or discussion or vote on any question relating to the matter affected by the interest or whether that individual should leave the room. It may be necessary for Committee members to decide whether an individual's role with a member Association constitutes as an interest. Leaving the room avoids any subsequent accusation that other members were in any way inhibited by the presence of the affected person even though that individual remained silent. In the interests of transparency, all relevant declarations and actions should be recorded in the minutes of relevant meetings.

Confidentiality

Executive Committee members will necessarily acquire much information that has not yet been made public and is still therefore confidential. It is a betrayal of trust to use

confidential information irresponsibly or for the personal advantage of yourself or of anyone known to you.

Accountability

This Policy is fully supported by the Executive Committee of BJJJ. The Executive Committee is responsible for the implementation of this policy across BJJJ GB and will encourage it's application across member Associations.

Contact

If you have any complaints, compliments of feedback, you can contact BJJJ via:

Phone: 03333 2020 39

Fax: +441254391234

Email: bjjagb@icloud.com