



POLICIES | FIRST EDITION

IAF CONFLICT OF INTEREST POLICY

Impartial judgement, disclosure
and accountable decisions

STABLE RELEASE

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Declarations, assessment and recusal
Committee and programme safeguards
Implementation records and references

International Automotive Federation

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Publication identity and use

Identify and manage interests that could impair impartial IAF decisions.

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Classification	Public core policy. Completed case records and operational details are classified according to their content.

How to apply this policy

Apply the numbered requirements to the relevant activity and use the annexes with the existing IAF forms. Record the responsible person, authority, evidence and dates for each decision. “Shall” states a requirement; “may” permits a justified choice within the stated authority.

Authority and document control

Mandatory law and the filed corporate instrument prevail, followed by the lawfully adopted Constitution and the applicable policies and programme rules. This policy supplements the IAF quality documentation. It does not amend constitutional offices, grant an external mandate or establish that operational appointments and systems are already in place.

The Constitution identifies 05 May 2025 as its designated effective date. This newly issued policy takes operational effect through its actual competent approval notice. The Secretariat maintains the master text, related instructions and revision history under IAF-PR-001.

Contents

The policy requirements and operating procedures are followed by implementation records and document references. Annex templates support the existing IAF forms and do not replace required competent decisions.

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Related policy series

IAF-POL-009 Whistleblowing Policy
IAF-POL-010 Appeals and Complaints Policy
IAF-POL-011 IAF Mark Usage Policy
IAF-POL-012 Data Protection and Privacy Policy

1 Purpose scope and definitions

1.1 IAF shall identify, disclose, assess and manage interests that could impair impartial judgment or reasonably appear to do so. Decisions shall be based on applicable criteria and evidence. An undeclared or unmanaged interest shall not be excused by seniority, membership category, sponsorship or technical expertise.

1.2 This policy applies to the President, Presidential Council, committees, Secretariat, employees, assessors, reviewers, decision-makers, investigators, appeal panels, experts, jurors, trainers, contractors and authorized representatives. Organizations providing services to IAF shall identify relevant institutional interests and ensure that assigned persons comply.

1.3 An actual conflict exists where an interest affects present duties. A potential conflict could arise from foreseeable circumstances. A perceived conflict exists where a reasonable informed person could question impartiality. An interest may be financial, professional, personal, organizational, competitive, political or connected to a close relationship.

1.4 Relevant relationships may include ownership, employment, consultancy, family or close personal relationships, shared business interests, litigation, gifts, future employment discussions, prior involvement in disputed work or an interest in a competitor's outcome. Disclosure shall be proportionate to relevance and shall not require unrelated private information.

1.5 Declaration is the beginning of assessment, not permission to participate. A material conflict may require exclusion, reassignment or independent decision arrangements. Some conflicts cannot be adequately managed while the person performs the proposed role.

1.6 This policy implements the Constitution and IAF-GUI-COM-001 and supplements IAF-POL-002, IAF-POL-003 and IAF-PR-004. It preserves constitutional offices and delegated powers while imposing case-specific impartiality controls. No officeholder is exempt from disclosure, recusal or lawful accountability.

2 Interests requiring disclosure

2.1 Declare direct or indirect ownership, investments, remuneration, debts, commissions, financial dependence or expected benefits relevant to an IAF decision. Identify interests through a related entity or close relationship where they could affect judgment. A diversified investment without control may have a different risk from a significant direct holding; record the actual circumstances.

2.2 Declare current and relevant previous employment, consultancy, assessment, training, representation or design work for an applicant, client, supplier, member or competitor. Identify involvement in preparing evidence or the solution being assessed. A person shall not evaluate their own work or review their own evaluation.

2.3 Declare close relationships with a party, candidate, decision-maker or person whose position may be affected. Personal hostility, active litigation and a public commitment to a predetermined case outcome may also impair impartiality. Ordinary professional acquaintance alone is not automatically disqualifying, but shall be assessed where relevant.

2.4 Declare gifts, hospitality, travel, sponsorship, donations, outside appointments and employment discussions connected to an IAF role. A benefit offered to a family member or connected organization may be relevant. The assessor shall consider timing, value, frequency, source and influence, not only whether a payment was made directly to the individual.

2.5 Declare institutional conflicts, including a provider's commercial dependence, shared ownership, competing service, product advocacy or interest in promoting its own standard. Where an organization participates in standards work, its legitimate sector perspective shall be transparent and managed through balanced participation and meeting rules.

2.6 Disclosure shall cover facts reasonably known to the person and relevant changes. A declaration shall distinguish a verified interest from an uncertain possibility. Do not conceal a material relationship by relying on a job title, the absence of a direct contract or a nominally separate group company.

3 Declaration and assessment procedure

3.1 Complete IAF-FR-005 before appointment or access to decision material, at least annually, before each new assignment and at each relevant meeting. Update the declaration immediately on learning of a material change and before further affected participation. The chair shall invite agenda-specific declarations at the start of a meeting and when a new issue arises.

3.2 The designated unconflicted assessor shall review the interest, role, decision, likelihood and significance of influence, reasonable appearance, available alternatives and proposed safeguards. The person declaring the interest may explain the facts but shall not determine whether their own conflict is acceptable.

3.3 Classify the result as no material conflict, manageable risk subject to specified controls, or incompatible with the assignment. Record the reasons and evidence. A numerical score may assist consistency but shall not override a clear substantive conflict, legal prohibition or mandatory scheme exclusion.

3.4 Controls may include limited information access, exclusion from a specific item, removal from scoring and voting, independent review, reassignment, replacement, divestment or refusal of an assignment. Identify the owner, start date, duration, review trigger and method for verifying that the control actually operates.

3.5 Where the chair, assessor, President or a Council member is implicated, refer assessment to an unconflicted competent authority or the independent Ethics route. The implicated person shall not select their own reviewer, approve a waiver or withhold resources needed for independent handling. External case expertise may be used where internal independence is unavailable.

3.6 Communicate the decision and participation limits before the work proceeds. A person may challenge the assessment through the applicable independent route under IAF-POL-010. Pending review, maintain proportionate safeguards and do not permit participation merely because the person disagrees with the restriction.

4 Governance committees and elections

4.1 Committee membership and leadership shall follow IAF-GUI-COM-001. Eligible Corporate representatives may serve in ordinary committee seats. Committee Chair, Vice-Chair, Rapporteur and Bureau offices require authorized Corporate Recognised representatives with the required competence. Recognition does not cure an interest or waive independence requirements.

4.2 Members elect committee members and committee Chairs within the applicable rules. General membership does not elect or remove the Federation President or Presidential Council. This distinction shall be stated accurately in appointment and election notices; it shall not be used to prevent independent examination of a case involving central management.

4.3 The Ethics and Integrity, Finance and Audit, Election and Appeals oversight committees shall each have three to five elected persons and exclude current Council members, paid IAF executives and materially conflicted persons. Technical committees shall follow the five to eleven seat structure, one seat per corporate group and the limit that no interest category holds more than half of seats.

4.4 An interested member shall declare the item and leave deliberation and voting where recused. The minutes shall record the interest, assessment, time of withdrawal and return, remaining eligible participants and decision. The person may provide necessary factual information only under a recorded arrangement and shall not remain to influence deliberation.

4.5 Committee quorum requires a majority of filled voting seats under the Committee Guide. A recused person does not count as present for that item, and recusal does not reduce the denominator. If quorum fails, defer or use a constitutionally permitted alternative; do not count the conflicted vote or invent a casting vote for the chair.

4.6 Election administrators, vote counters and eligibility reviewers shall disclose interests in candidates or outcomes and withdraw from affected decisions. Preserve secret-ballot confidentiality and auditable results. A temporary external expert supports a case; it does not replace an elected permanent seat without the prescribed election or vacancy procedure.

5 Technical assessment review and appeals

5.1 Evaluation, technical review and decision shall be assigned to competent authorized persons with the required functional independence under IAF-PR-009 and IAF-PR-010. No person shall approve their own evaluation or issue a favorable decision to remedy a commercial commitment. The assignment record shall show competence and conflict screening.

5.2 A person who designed an applicant's specific solution, prepared its conformity evidence or supplied consultancy that would be reviewed shall not evaluate that work. General training may present a different risk, but its content, relationship and influence shall be assessed. Any stricter scheme rule or mandatory separation period shall apply.

5.3 Recent employment, consultancy or financial dependence shall be assessed according to substance, duration and continuing ties. Passage of a standard period does not automatically restore independence. Do not use a nominal cooling-off declaration to avoid a material self-review or financial-interest conflict.

5.4 The independent technical decision authority shall receive the evidence needed to decide and shall not be directed by sales, sponsorship, membership recruitment or a client's deadline. Fees and rewards shall not depend on a favorable assessment, issued certificate, grade, award or appeal result.

5.5 A complaint investigator shall not investigate their own conduct. Each appeal shall have exactly three independent panel members who did not perform the original evaluation, review or decision and have no material interest in the result. The Appeals Committee shall use a recorded independent roster process under IAF-POL-010.

5.6 Where a conflict is discovered after an output was issued, the competent independent function shall assess whether evidence or judgment was affected. Possible action includes independent re-review, re-evaluation or a status decision under the relevant scheme. The discovery does not automatically invalidate every previous output of the person or organization.

6 Procurement finance sponsorship and awards

6.1 Persons involved in procurement, supplier selection, expense approval or payment shall declare relationships with bidders and beneficiaries. A person shall not approve their own payment or a related-party transaction in which they have an interest. Separate requesting, authorization and payment controls according to risk and delegated authority.

6.2 Related-party and compensation decisions require approval by an unconflicted competent authority and evidence of fairness, value and the Federation's purpose. Record alternatives or benchmarks, the nature of the relationship, terms, abstentions and reasons. A governing office does not remove these controls.

6.3 Sponsorship, donations and contributions shall have written terms that preserve technical, award, election and complaint independence. Funding shall not buy a committee leadership position, favorable public claim, assessment result or access to restricted information. Apply IAF-PR-029 and IAF-FR-035.

6.4 Cash, cash equivalents, kickbacks and benefits intended to influence a decision are prohibited. Gifts or hospitality connected to an active decision shall be refused or returned. Where return is impracticable, record the circumstances and obtain an independent disposition; acceptance shall not be approved by the beneficiary.

6.5 Other modest hospitality may be accepted only where lawful, permitted by the relevant controlled rules, reasonable in context and unlikely to influence judgment. Record it where required. This policy creates no universal monetary threshold or safe harbor; a small repeated benefit may still be improper.

6.6 Award jurors shall disclose connections with entrants, sponsors, manufacturers and campaign agencies and withdraw from affected scoring and deliberation. Award criteria and results shall remain separate from sponsorship negotiations. Academy assessment and research publication decisions shall similarly be protected from commercial or personal advantage.

7 Meeting conduct information and outside roles

7.1 Committee agendas and papers shall identify decisions likely to raise interests and be circulated under the Committee Guide's notice rules. The chair shall obtain declarations before deliberation, state participation limits and ensure that the minutes capture the actual control. A late agenda item requires a fresh conflict check.

7.2 Members may contribute sector expertise and organizational views within the committee mandate. They shall not use access to exchange competitively sensitive prices, margins, customer allocation, future commercial plans or other restricted information contrary to applicable law and IAF-POL-005. The chair shall stop and record an inappropriate discussion.

7.3 Confidential information received through IAF shall not be used for personal investment, competitive advantage, recruitment pressure or another private purpose. Recusal shall include removal from restricted folders, correspondence and informal decision discussions where needed, with access restored only on a documented basis.

7.4 Outside employment, consultancy, public office or industry representation may be compatible with an IAF role if declared and managed. The person shall not claim to speak for IAF without authorization, use IAF resources for an undisclosed private engagement or accept obligations that prevent independent performance of IAF duties.

7.5 An expert who provides factual input despite a declared interest shall be identified as such. Their information may be tested and considered by independent decision-makers, but they shall not control the conclusion. Minutes and publications shall distinguish an organizational submission from an agreed IAF position.

7.6 Disagreements about technical views shall not automatically be labelled conflicts to exclude dissent. Assessment shall identify the actual interest and its relevance. Where exclusion is necessary, explain the basis and preserve the person's right to challenge it through an independent process.

8 Breach investigation and remedies

8.1 Any person may report an undeclared interest, prohibited benefit or ineffective recusal through the verified integrity or complaint route. Good-faith reporting is protected under IAF-POL-009. A report involving senior management shall use the independent alternative and shall not be routed through an implicated person for permission.

8.2 On receipt, preserve declarations, assignments, minutes, communications and relevant transaction evidence. Assess immediate restrictions on participation, access and decision issue. Protective measures shall be proportionate and recorded and shall not substitute for a fair final determination.

8.3 An independent investigator shall establish the interest, disclosure obligation, actual participation, possible influence, knowledge and consequences. The person concerned shall receive a meaningful response opportunity. Member discipline requires the constitutional minimum of 21 calendar days to respond.

8.4 The competent unconflicted authority may require a corrected declaration, training, changed access, reassignment, removal from a case, independent re-review, return of a benefit or referral under the relevant employment, contract, membership or committee process. Elected-office action shall follow its prescribed notice, hearing and appeal safeguards.

8.5 An interim member restriction shall follow Constitution clause 7.4, including its 30-day control and prompt independent review of necessity or extension. Technical safety restrictions follow their own scheme. Case-specific recusal does not itself remove the President or Council from constitutional office or authorize a new method of succession.

8.6 The reasoned outcome shall state findings, authority, action, effect on decisions, responsible owner, deadlines and appeal information under IAF-POL-010. Corrective actions shall address causes and be verified under IAF-PR-017. Deliberate concealment and retaliation may warrant separate findings supported by evidence.

9 Records oversight and controlled release

9.1 Maintain declarations, assessments, participation controls, appointments, minutes, gifts and related-party decisions in appropriate restricted records. Use IAF-FR-005, IAF-FR-007, IAF-FR-026 and relevant financial forms. The general action register shall contain a minimal reference, not detailed personal relationships.

9.2 Apply IAF-POL-012 and IAF-RG-012. Personnel competence and interest records have a proposed five-year baseline after role end, subject to justified linkage and lawful holds. Institutional resolutions and election audit records have different retention requirements; retain only necessary personal detail in each.

9.3 The Ethics and Integrity Committee shall review declaration completion, overdue updates, recusal compliance, assignment patterns, gifts and repeated conflicts at least annually. Finance and Audit shall examine related-party and payment controls within its mandate. Independent audit shall test actual behavior and access, not just signed forms.

9.4 Public transparency may include aggregate information and relevant declared organizational interests in committee work. Do not publish private family details, financial account data or unsubstantiated allegations. Any public disclosure shall have a lawful basis and a proportionate governance purpose.

9.5 The competent Presidential Council authority approves this policy through document control. Before operational commencement, appoint unconflicted assessors and alternates, establish the independent referral route and train role holders. Record actual approval and effective date and enter IAF-POL-013 Revision 01 in IAF-RG-001.

9.6 Review annually and after a material conflict case, governance change or new programme. Update linked forms and appointment terms through IAF-PR-001. A revised rule shall not retrospectively remove an existing procedural right or conceal a historical conflict finding.

Annex A Interest declaration and undertaking

Complete with IAF-FR-005 on appointment, annually, for each relevant assignment and whenever circumstances materially change. Supply only information relevant to the IAF role; use a restricted attachment where needed.

Field	Declaration entry
Person and role	Name; organization; IAF office or assignment; programme or case; declaration date and period.
Financial interests	Relevant ownership, benefits, remuneration, commissions, debt or financial dependence, including material indirect interests.
Professional relationships	Current and relevant former employment, consultancy, assessment, design, training, representation and outside appointments.
Personal and other interests	Relevant close relationships, disputes, litigation, commitments or other circumstances affecting impartiality.
Benefits and future interests	Gifts, hospitality, travel, sponsorship, promised benefit or employment discussions relevant to the role.
Prior involvement	Work prepared, evaluated, reviewed or decided; involvement with a party or competitor; access to restricted information.
Proposed control	Suggested recusal, reassignment or access limit; urgency; next relevant decision.
Acceptance	Signature or authenticated acceptance; date; confirmation of accuracy and duty to update; independent assessor reference.

Undertaking

"I have disclosed relevant interests known to me and will update this declaration before affected participation. I will follow the independent assessment, confidentiality and recusal controls, will not use IAF information for private advantage, and will report any material change or control failure. My declaration does not authorize me to assess or waive my own conflict."

Annex B Assessment and recusal record

Decision block	Required record
Assignment and facts	Role, decision and relevant rule; declared or identified interest; evidence; persons and entities affected.
Assessment	Actual, potential or perceived conflict; financial, self-review, familiarity, advocacy or other influence; significance and reasonable appearance.
Independent authority	Assessor and competence; their conflict check; alternate or external appointment where needed.
Determination	No material conflict, manageable subject to controls, or incompatible; reasons and any mandatory scheme exclusion.
Controls	Participation and access limits; withdrawal from scoring or voting; replacement; owner; start, end and review trigger.
Meeting and quorum	Agenda item; withdrawal and return; filled voting seats; eligible persons present; quorum calculation; vote record.
Communication and review	Person notified; acceptance or objection; independent challenge route; reassessment date.
Verification	Evidence controls operated; affected-output review if necessary; closure; retention and hold reference.

Quorum example

A technical committee with seven filled voting seats requires four eligible members present for the item. If four attend but one is recused, only three eligible members remain and the item lacks quorum. The denominator remains seven. The committee shall defer or use a permitted alternative; the chair cannot cure the deficit with a casting vote.

Related party approval

For a related-party transaction, attach the relationship, commercial terms, alternatives or benchmarks, disinterested approval, fairness reasons and separate payment authority. Preserve the abstention and verification record with the relevant financial form.

Annex C Practical cases and document alignment

Situation	Required treatment
Assessor designed the applicant's solution	Exclude the assessor from evaluating that work; appoint competent independent personnel and record prior involvement.
Corporate member seeks a committee seat	Apply ordinary seat eligibility. Chair and Bureau eligibility additionally require Corporate Recognised status and the applicable independence conditions.
Council member is subject of an allegation	Use the independent Ethics route; the implicated member does not select the investigator, control evidence or approve the finding.
Sponsor seeks influence on an award	Refuse influence; separate sponsorship administration from jury work and record relevant juror recusals.
Conflict discovered after a certificate	Commission an independent affected-output review under the scheme; do not automatically invalidate unrelated outputs.

Controlled references

IAF-CON-001 governs authority and fair process. IAF-GUI-COM-001 governs elected participation, leadership, oversight, quorum and vacancies. IAF-GUI-ACC-001 and IAF-PR-009 / 010 govern technical independence. IAF-POL-002 / 003 / 005 and IAF-PR-004 / 023 / 029 retain their general impartiality, ethics, competition, finance and sponsorship controls.

IAF-POL-009 / 010 / 012 govern protected reporting, independent appeals and personal-data handling. Use IAF-FR-005 / 007 / 023 / 026 / 035 and IAF-RG-003 / 007 / 012 with the additional fields in this policy.

Release record

New controlled entry: IAF-POL-013, Revision 01. Register the owner, approval, actual effective date, independent assessment route and linked changes in IAF-RG-001. This policy supplements the existing general policies and shall be communicated to every person before they accept an affected IAF assignment.