



# فدراسیون فوتبال جمهوری اسلامی ایران

Islamic Republic of Iran Football Federation

Date: 31.7.2022 تاریخ

No : شماره:

Ref : پیوست:

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## IRIFF Club Licensing System Code of Conduct

The success of IRIFF Club Licensing System (hereinafter referred to as “CLS”) is based on the trust and transparency. CLS gains credibility by adhering to its commitment, displaying honesty and integrity and reaching goals solely through honorable conduct. CLS commitment to ethical behaviour and the solid ethical foundations are one of the most essential aims. CLS members are committed to implement the Club Licensing System in the right way, based on a culture of ethics and compliance.

The CLS Code of Conduct serves as its ethical commitment and as a guide to proper business conduct for all Clubs. All members involve in CLS are committed to doing business legally, ethically and in a transparent manner. The present Code of Conduct applies to all members who work in the CLS, and include other individuals who work with us like external and/or internal Experts.

The CLS expects its members to be impartial and honest in all affairs relating to their duties and responsibilities. All members bear a responsibility in general, to be of good faith and do nothing to destroy the trust necessary during the licensing season. All the CLS’s members are also expected to support an inclusive workplace by adhering to treat Clubs with dignity and respect at all times.

The present Code of Conduct has been developed to operate as the foundation to the way we work and takes into account the CLS Values. All the CLS’s members must abide by these Fundamental commitments at all times. The commitments are:

### **Integrity:**

The CLS members are committed to behave with integrity in all professional relationships in connection with licensing matters. Integrity implies not merely honesty but fair dealing and truthfulness. In addition, its commitment to integrity begins with complying with AFC and IRIFF Regulations. Further, all members have an understanding of the CLS Policies, rules and regulations that apply to its specific roles.

The CLS Members are committed not to engage in any business, occupation or activity that impairs or might impair the CLS’s integrity, or the good reputation of the profession.

### **Objectivity, Independence, Transparency:**

The CLS members are committed to perform all professional work with an Objective mind. The CLS’s members must be fair, impartial and intellectually honest, and must not allow prejudice or bias, conflict of interest or influence of others to override Objectivity. Members undertaking certain types of engagements must be, and be seen to be, independent.

Members performing certain types of assurance engagements, such as the external audit or review of a financial report, must be independent of the entity and the subject matter on

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which they are reporting. Independence is also important for some other expertise such as legal expert.

The CLS ensures the greatest possible transparency in any related activities to protect against conflict of interest.

The CLS is committed to building a corporate culture of transparency and integrity, based on ethical behavior and in compliance with all applicable laws.

## **Ethical Conduct of Decision-Making**

The CLS is committed to render decisions on the merits of the case, based on thorough preparation and the application of the relevant legislation to the evidence presented during the Licensing Season. The CLS shall not be influenced by extraneous or improper considerations in its decision-making. It shall make its decisions free from the improper influence of other persons, clubs, interest groups or the political process.

The CLS is also committed to ensure that proceedings are conducted in a manner that is transparent, fair and seen to be fair. The CLS shall perform its duties and responsibilities in an impartial and equitable manner and in full honesty and good faith.

## **Conflict of Interests**

The CLS and its members are committed to arrange their private affairs in a manner that will prevent them from being in a conflict of interest, also are committed to avoid actual and potential conflicts between clubs and those of IRIFF Club Licensing CLS members.

The CLS's members are committed not unduly use their position for personal benefit, the benefit of relatives or close associates. The IRIFF Club Licensing CLS members are committed to inform the manager about any conflict of interest in order to find an appropriate solution.

## **Gifts and Favour**

Any kind of gift is prohibited. This includes not only items but also all kinds of advantages.

## **Confidentiality:**

None of the CLS's members shall knowingly breach their legal duty of confidentiality, allow others to do so, or attempt to breach any of AFC/IRIFF Regulations in order to do so. Each member must maintain the confidentiality of confidential information entrusted to him or her by clubs, IRIFF, AFC. Confidential information includes all nonpublic information that, if disclosed, might be useful to competitors or harmful to IRIFF or its affiliated league. It also includes information that clubs have entrusted to CLS Members.

Members are required to execute a standard form confidentiality agreement upon employment during the licensing season. The obligation to preserve confidential information continues for the whole licensing season and even after employment ends.



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Members must not access, disclose, discuss or use any confidential information without official approval and must ensure that unauthorized people cannot access confidential information in any form.

All CLS experts should respect the confidentiality of information acquired because of professional and business relationships and should not disclose any such information to third parties without proper and specific authority unless there is a legal or professional right or duty to disclose. Confidential information acquired because of professional and business relationships should not be used for the personal advantage of the professional accountant or third parties.

In sum up, the CLS's members are committed:

- To comply with the law, policies and any lawful direction
- To provide timely, accurate and impartial service which reflects our values
- To treat everyone with respect, courtesy and fairness
- To provide quality service and assistance to the clubs
- To respect the privacy of clubs and maintain appropriate confidentiality of information
- To act honestly, ethically and with integrity
- To identify and actively manage conflicts of interest
- To decline gifts or benefits which affect or may be seen to affect impartiality

The IRIFF club licensing system code of conduct has been developed in conformance with all applicable legislations, statutes and rules of AFC and IRIFF and are in accordance with national law.

Seyed Mirshad Majedi  
IRIFF Acting President

