



Ethics and Conduct

2020



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Contents

04	FOREWORD
05	PREFACE
07	STANDARDS OF CONDUCT FOR MEMBERS OF THE FIA ELECTIVE BODIES
11	FIA ETHICS AND COMPLIANCE HOTLINE
19	CODE OF ETHICS
29	ETHICS COMMITTEE INTERNAL REGULATIONS
59	DISCLOSURE OF INTEREST FORM: FAQ & USER GUIDE
69	RECOMMENDATIONS FOR IMPARTIAL ELECTIONS

Foreword



The FIA is a truly diverse and multicultural organisation, and we, the FIA community, must all embrace the same ethical principles and uphold the same standards of conduct.

The ethics and conduct framework of the FIA contained in this compendium supports this expectation by guiding us in how we operate.

The framework is made up of the FIA Code of Ethics and other key documents and tools adopted by the FIA Ethics Committee and the FIA Compliance Officer.

I invite the whole FIA community to champion, apply and promote the standards, the values and principles outlined herein.

A handwritten signature in blue ink, which appears to be 'J. Todt'.

Jean Todt
FIA President

Preface



Values, principles and rules outlined in the FIA Code of Ethics are essential for the FIA.

This compendium is intended to provide all the FIA stakeholders with a clear understanding of these values, principles and rules.

The key document of this compendium is the FIA Code of Ethics, outlining our commitments in four key areas: dignity, integrity, conduct towards government and private organizations and confidentiality.

The Ethics Committee and the Compliance Officer have the duty to ensure that the FIA Code of Ethics and the other documents and tools herein are applied.

However, the ultimate responsibility for maintaining them rests with each of us: it is our common responsibility to conduct ourselves in an ethical manner and also to ensure that others do the same.

If you are confronted with situations not covered by the FIA Code of Ethics, or have questions regarding the matters that are addressed in this document, you are urged to consult with the Ethics Committee, or the Compliance Officer.

I encourage every persons concerned to lead by example and promote ethical behavior within their groups and teams.

A simple, stylized handwritten signature in blue ink, consisting of a few connected loops and a short horizontal line at the end.

François Bellanger
FIA Ethics Committee President






Standards of Conduct

**FOR MEMBERS OF
THE FIA ELECTIVE BODIES**

STANDARDS OF CONDUCT FOR MEMBERS OF THE FIA ELECTIVE BODIES



We wish to draw your attention to the importance of the conduct and attitude requirements that you are expected to have as a member of an elective body of the FIA.

The elective bodies of the FIA have a key role to play in the decision-making process of our federation.

As a member of an FIA elective body, whether or not you represent an FIA stakeholder, your expertise, skills and passion are at the service of the FIA's mission to develop motor sport throughout the world and promote safe, sustainable and accessible mobility for all.

You are required to behave in a way that is in conformity with the principles of good governance contained in the FIA Statutes, the Internal Regulations, and the FIA Code of Ethics.

Beside are the standards of conduct that you are required to apply and which will allow you to perform your duties in compliance with the FIA's expectations:

FIA COMPLIANCE OFFICER

The FIA Compliance Officer is available for any clarifications you may need. You can contact him at pbasarri@fia.com or +41 22 544 44 97.

We thank you for your commitment on this so important matter.



You are required to act in conformity with the principles of integrity, transparency, diligence, honesty, responsibility and protection of the FIA's name.



You shall not obtain or seek to obtain any direct or indirect financial benefit in your capacity as member of an FIA elective body.



You have the right and duty to attend all the meetings of your FIA elective body.



All decisions are taken by majority vote, hence you are required to respect the opinions of the other members of your FIA elective body.



It is important that you keep your personal matters out of the sessions and decisions of your FIA elective body.



You have the duty to avoid conflicts of interest and, if you are required to do so, complete your Disclosure of Interest Form in a diligent and transparent manner.



If you realise that you are in an existing or potential conflict of interest situation in your capacity as member of an FIA elective body, you are required to openly declare it and abstain from performing your FIA duties.



You are required to align with your competent Secretary General or the Chief Administrative Officer before taking any initiative to represent the FIA or use the FIA's name before a third party, public authorities or the media.



You have a duty of confidentiality: all the information shared within your elective body must be kept confidential and it cannot be disclosed to your family members, business partners, colleagues or the media, unless you are expressly authorised to do so.





FIA Ethics and Compliance Hotline

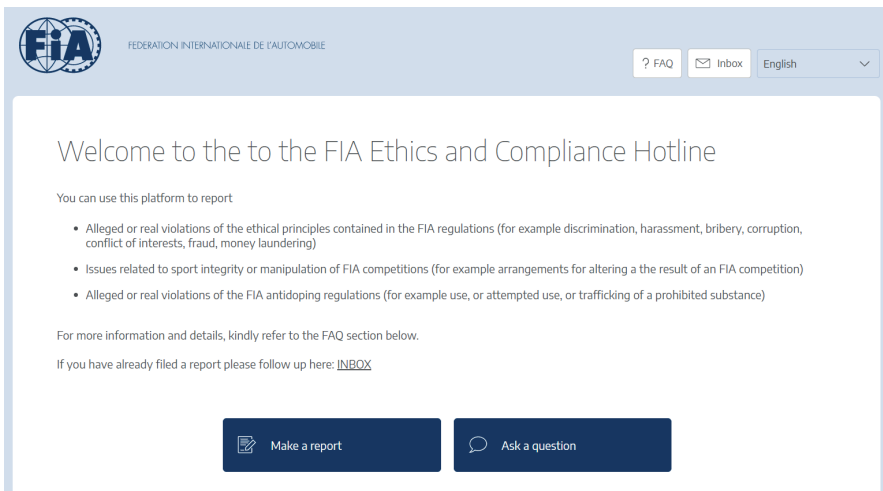
In order to safeguard the integrity and reputation of motorsport and automobile mobility worldwide, in 2020 the FIA has implemented the FIA Ethics and Compliance Hotline.

The hotline reflects our zero tolerance approach towards misconduct. Anyone can use it for raising legitimate, reliable and documented concerns of misconduct regarding:

1. Alleged violations of the FIA ethical principles
2. Alleged issues related to sport integrity and/or manipulation of competitions
3. Alleged violations of the FIA anti-doping regulations

We will properly assess all reports and full confidentiality will be guaranteed throughout the whole process. The Ethics and Compliance Hotline is available 24 hours per day, seven days per week.

- If you want to learn more, get your induction on how to use the FIA Ethics and Compliance Hotline on www.fia.com
- If you want to submit your report or simply raise a query, please go to the FIA Ethics and Compliance Hotline available on <http://www.fia-ethicsline.com/>



The screenshot shows the top navigation bar of the FIA website. On the left is the FIA logo (Fédération Internationale de l'Automobile) and the text "FEDERATION INTERNATIONALE DE L'AUTOMOBILE". On the right are three buttons: "? FAQ", "Inbox" (with an envelope icon), and "English" (with a dropdown arrow). Below the navigation bar is a large white box with a blue border. The heading "Welcome to the to the FIA Ethics and Compliance Hotline" is centered. Below the heading is the text "You can use this platform to report" followed by a bulleted list of reportable issues: "Alleged or real violations of the ethical principles contained in the FIA regulations (for example discrimination, harassment, bribery, corruption, conflict of interests, fraud, money laundering)", "Issues related to sport integrity or manipulation of FIA competitions (for example arrangements for altering a the result of an FIA competition)", and "Alleged or real violations of the FIA antidoping regulations (for example use, or attempted use, or trafficking of a prohibited substance)". Below the list is the text "For more information and details, kindly refer to the FAQ section below." and "If you have already filed a report please follow up here: [INBOX](#)". At the bottom of the white box are two dark blue buttons: "Make a report" (with a document icon) and "Ask a question" (with a speech bubble icon).

FREQUENTLY ASKED QUESTIONS

1. WHAT IS THE FIA ETHICS AND COMPLIANCE HOTLINE?

The FIA Ethics and Compliance Hotline (“Hotline”) is made up of an online portal that is accessible to anybody wanting to report in a confidential manner concerns of misconduct raised in good faith.

2. WHAT CAN BE REPORTED THROUGH THE HOTLINE?

The Hotline allows you to report concerns related exclusively to the following categories:

- Violation of the FIA ethical principles
- Concerns related to sport integrity and manipulation of competitions
- Violation of the FIA Anti-Doping Regulations

3. I AM NOT SURE IF WHAT I HAVE OBSERVED OR HEARD CONSTITUTE A MISCONDUCT IN SCOPE OF THE HOTLINE. WHAT SHOULD I DO?

You can contact the FIA for clarifying your doubts through the “ASK A QUESTION” section of the Hotline. This will allow you to raise any questions you may have anonymously and receive the appropriate answers and guidance for further actions.

4. WHO CAN SUBMIT A REPORT?

Anybody being aware of a misconduct falling within the scope of the Hotline and wanting to report a concern has the option – but not the obligation (hence, there will be no consequences for not using it) – to do so through the Hotline. Any person submitting a report through the Hotline is a “Reporting Person”. Any entity or individual having allegedly committed misconduct is defined as an “Identified Person”.

5. WHO WILL RECEIVE MY REPORT?

FIA dedicated staff members, depending on the category you have chosen, will receive your report (“Receiving Person/s”).

The Receiving Persons have expertise in dealing with the issues you have decided to raise and will assess and investigate your report in a fully confidential and secure manner.

6. HOW WILL THE RECEIVING PERSONS INVESTIGATE MY REPORT?

The Receiving Persons will treat your report through multiple stages, namely Initial Assessment, Investigation and Conclusion.

Initial Assessment

After the submission of your report, the Receiving Person will review whether the concern of misconduct falls within the scope of this procedure and whether the allegation is supported by facts sufficient to warrant further inquiry.

If the concern does not fall under the above categories or cannot be supported by facts, or facts reported are inconsistent, or trivial, or the concern clearly appears to be false, the Receiving Person should then close the case, unless further information so justifies, and will inform the FIA competent bodies as required.

In this case, you will be informed thereof by the Receiving Person and any data which may disclose the identity of the Identified Person will be deleted.

Investigation

At this stage, the Receiving Person should inform you that an investigation is underway. The Receiving Person will keep you informed of the progress of the investigation and its likely timescale, unless confidentiality needs prevent him/her from doing so.

The Identified Person will have the opportunity to respond to the allegations.

Your identity and the identity of the witnesses will be kept confidential (please find below more information).

Conclusion

Possible outcomes:

NO FINDING: if the investigation does not find that there has been misconduct, the Receiving Person will propose to close the case;

FINDINGS DETECTED: if the investigation reveals misconduct, the Receiving Person will forward the conclusions and supporting evidence, including any proposed corrective actions as the case may be, to the competent FIA body, who will take a decision.

In both cases, the Receiving Person will inform you of the outcome of the investigation.

7. CAN I FOLLOW UP, UPDATE AND MODIFY MY REPORT?

Yes. You can access your report through the INBOX section on the Hotline. Just enter your "personal incident number" and the password you have chosen.

You will see the status of the report and related messages from the FIA. You can also update your report by clicking on the “Review your entries” page. This will allow you to consult a summary of your application and modify, if needed, the data by returning to the corresponding page on the platform.

8. WHAT IS A REPORT SUBMITTED IN GOOD FAITH? WHAT ARE THE CONSEQUENCES OF A REPORT RAISED IN “BAD FAITH”?

Reporting in good faith means that the Reporting Person has reasonable grounds to believe that the information reported is true, accurate and duly supported by evidence, and that he or she is motivated by a sense of justice and fairness.

Reporting in bad faith means that the Reporting Person, or anyone else participating in the reporting process, intentionally, recklessly or negligently makes a false or misleading representation with the purpose of causing harm to the Identified Person or anyone else being part of the FIA community (also called “malicious report”).

If proven, such person may be subject to disciplinary measures, civil claims and/or criminal charges, as appropriate.

For the sake of clarity, the FIA is conscious of the fact that the reporting process under the Hotline is very sensitive and that defamation in any form is unacceptable criminal behavior.

We strongly discourage you from reporting in bad faith. On the other hand, only concerns raised in good faith will be assessed.

9. I WANT TO RAISE A REPORT BUT I AM AFRAID FOR THE POSSIBLE CONSEQUENCES TO MY CAREER, PERSON OR FAMILY. WILL I BE PROTECTED IF I WILL RAISE A CONCERN?

All reports of misconduct will be kept fully confidential.

Moreover, the FIA will not tolerate any retaliation against the Reporting Person and will make all reasonable efforts to protect you.

10. HOW WILL THE FIA ENSURE CONFIDENTIALITY OF MY REPORT?

Both your identity and the content of your report will be kept fully confidential by the FIA, unless you specifically wish to disclose them, or such a disclosure is required by law or FIA internal regulations. Confidentiality will not be granted also if the evidence suggests that you are involved in the wrongdoing and you do not specify it in the report.

The Receiving Persons and ultimately the Compliance Officer will be responsible for ensuring compliance with the above obligation.

11. HOW CAN THE SECURITY OF MY REPORT BE ENSURED?

The highest security standards are applied to the Hotline with regard to data access, encryption criteria and administration rights.

The data provided in relation of your report will be registered, stored and processed in Switzerland. However, security measures and technology are not enough, if you do not play your part.

Find below some tips and guidelines:

- If you have submitted a report through the Hotline, keep this information fully confidential
- File your report from your personal devices (do not use professional devices connected to corporate networks)
- Remember to remove the metadata from your documents
- The FIA may resolve to interrupt the processing of your report and/or be released from its confidentiality obligations if you do not comply with the above.

12. CAN I SUBMIT AN ANONYMOUS REPORT?

Yes, anonymous reporting is possible, but strongly discouraged.

Decisions to open an investigation based on an anonymous report will be considered on a case-by-case basis. An investigation will be opened only if the seriousness of the facts is established and the factual elements are sufficiently detailed.

If you decide not to report anonymously and provide us with your name and contact details, we will ensure you that your information or any other information regarding the Identified Person will be kept strictly confidential.

Please keep in mind that confidentiality standards will always be guaranteed, notwithstanding your decision to reveal or not your identity.

13. I HAVE RAISED AN ANONYMOUS REPORT: CAN I STAY IN TOUCH WITH THE FIA BUT KEEP MY STATUS CONFIDENTIAL?

Yes. Once you have raised your anonymous report, you will receive a personal incident number and you have to create your password. This will allow you to log in the INBOX section of the Hotline and follow up or update your report. The FIA will not be informed about your identity.

14. CAN I REVEAL MY IDENTITY AFTER HAVING RAISED AN ANONYMOUS REPORT?

Yes, you can at any stage. This will also allow the Receiving Person to establish a personal contact with you. This facilitates the investigation process and increases the chances of a successful conclusion to the investigation. You can do this by sending to us a message containing your personal details via the INBOX section of the Hotline.

15. WILL THE FIA SHARE MY INFORMATION WITH THIRD PARTIES?

Please refer to question 8.

16. WHY DO I NEED THE INBOX FUNCTION?

At the end of the reporting process, you will receive automatically an incident number and set a password for yourself. Using this login data, you can later log into your personal INBOX at any time by clicking on "INBOX". The INBOX permits you to enter a direct dialogue with the Receiving Person of the FIA while protecting your anonymity. The option to have a dialogue is very important, as further information might possibly be required to solve the incident fully.

17. WHEN WILL I RECEIVE A RESPONSE TO MY REPORT?

The FIA will make an initial response within seven working days.

18. HOW LONG WILL THE FIA KEEP MY REPORT?

The FIA will keep your reported information as long as necessary for the completion of the investigation, should an investigation be opened. In general, any investigation should not exceed two months. If an investigation is not opened and/or the case is closed, the information will be deleted without further delay.

19. WHO HAS THE ULTIMATE RESPONSIBILITY OF THE FIA ETHICS AND COMPLIANCE HOTLINE?

The Compliance Officer of the FIA has the ultimate responsibility of the Hotline.

20. WHAT IF APPLICABLE LAW PREVENTS MY REPORT FROM BEING ASSESSED AND INVESTIGATED?

All concerns of misconduct should be dealt with, from their receipt to their resolution, in confidence and in compliance with applicable law. In the event of a conflict between the Hotline and applicable law, the latter prevail.

21. WOULD MERELY A SIMPLE DESCRIPTION OF THE INCIDENT BE ENOUGH FOR THE INVESTIGATION OF MY REPORT?

No, the FIA asks you to submit any useful information of you which you may dispose (documents, videos, photos, witnesses) and which can be used as proof of the facts that you have disclosed through the Hotline. A simple description of the alleged misconduct will not help the Receiving Person to effectively follow up on your report.





ARTICLE 1	Dignity
ARTICLE 2	Integrity
ARTICLE 3	Conduct Towards Governments and Private Organisations
ARTICLE 4	Confidentiality
ARTICLE 5	Implementation
ARTICLE 6	Amendments to the Code of Ethics
ARTICLE 7	Interpretation to the Code of Ethics

Code of Ethics

Adopted by the General Assembly of 8 December 2017

In the sense of the present Code of Ethics, terms referring to natural persons are applicable to both genders.

PREAMBLE

The FIA bears a special responsibility to safeguard the integrity and reputation of motor sport, automobile mobility and tourism and persons as defined in the third paragraph below worldwide.

The FIA is therefore constantly striving to protect its image and, through it, the image of motor sport and automobile mobility and tourism from any threat or jeopardy to which it may be exposed as a result of immoral or unethical methods and practices.

The FIA and each of its Members, the FIA Administration (employees), the officials and delegates appointed by the FIA within its Championships, the FIA consultants and any persons or organisation belonging in any official capacity whatsoever to the FIA or to one of its Members (the "FIA Parties"), as well as the promoters, partners, suppliers and any other FIA contracting party (the "Third Parties") are subject to the FIA Code of Ethics.

The FIA Parties and Third Parties restate their commitment to the FIA Statutes and Regulations and undertake to respect and ensure respect of the following rules:

ARTICLE 1 - Dignity

- 1.1** Safeguarding the dignity of the individual is a fundamental requirement of the FIA.
- 1.2** There shall be no discrimination between participants to the FIA activities on the basis of race, skin colour, gender, sexual orientation, ethnic or social origin, language, religion, philosophical or political opinion, family situation or disability.
- 1.3** No practice detrimental to the physical or mental integrity of the participants in the FIA activities will be tolerated. In compliance with the FIA Anti-Doping Regulations, all doping practices are strictly prohibited within the framework of the competitions organised by the FIA Parties and Third Parties.
- 1.4** All forms of harassment against participants to the FIA activities, be it physical, mental, professional or sexual, are prohibited.

ARTICLE 2 - Integrity

2.1 Corruption and bribery

2.1.1 The FIA Parties and Third Parties shall not, directly or indirectly, solicit, accept or offer any bribe, remuneration, commission, benefit or service of any nature, which are concealed and in connection with the organisation of the FIA activities and/or International Competitions listed on the FIA International Sporting Calendar or any FIA election process.

2.1.2 Corruption is any form of misuse of power for any form of gain. Acts of corruption are usually intended to influence an individual in the performance of their work to act dishonestly and/or improperly.

2.1.3 A bribe is an inducement or reward or any form of benefit offered, promised, given or authorised, directly or indirectly:

- to improperly influence anyone, or
- to reward anyone for the performance of any function or activity,

in order to secure or gain any commercial, contractual, regulatory or personal advantage.

2.1.4 A bribe can take many forms, for example:

- a direct or indirect promise or offer of something of value,
- the offer or receipt of a kickback, fee, reward or other form of benefit,
- the giving of aid or donations
- the use of voting rights,

designed to exert improper influence.

2.1.5 The FIA Parties and Third Parties can only accept gifts or hospitality within the limits provided for in the following articles. In case of doubt concerning the nature or value of the gift, the Ethics Committee should be consulted before acceptance of the gift.

2.1.6 Only gifts, in accordance with prevailing local customs and in line with the role carried out by the recipient, may be given or accepted by the FIA Parties and Third Parties, as a mark of respect or friendship. Any other gift must be passed on by the beneficiary to the organisation of which he is a member, which shall register it.

2.1.7 The giving or receipt of gifts by an FIA Party in the fulfilment of his duty for the FIA is not prohibited if all of the following requirements are met:

- a) the gift complies with the laws of the recipient's or the givers' country or any other applicable local laws and regulations;
- b) the gift is not made with the intention of influencing an FIA Party or Third Party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;
- c) the gift is given in the FIA's name, not in the givers' name;
- d) the gift is given openly, not secretly;
- e) the gift cannot be viewed as excessive under local standards and customs, and is only provided as a courtesy, or token of esteem, for example on a festival or at another special time (e.g. Christmas); and
- f) the gift does not include cash or a cash equivalent (such as gift certificates, checks or vouchers).

The value of a gift should not exceed, in any event, an amount which would be considered as reasonable.

2.1.8 The FIA appreciates that the practice of giving business gifts varies between countries and regions and what may be normal and acceptable in one region may not be in another. The test to be applied is whether in all the circumstances the gift is reasonable and justifiable. The intention behind the gift should always be considered.

2.1.9 The hospitality shown to the FIA Parties and Third Parties and the persons accompanying them shall not exceed the standards prevailing in the host country or in the event that they attend. The intention behind the hospitality should always be considered.

2.2 Conflicts of interests

2.2.1 The FIA Parties and Third Parties shall endeavour to avoid any conflict of interest.

Conflicts of interest arise if one of the FIA Parties or Third Parties has, or appears to have, financial or personal interests that may detract from his ability to perform his duties with integrity and in an independent and diligent manner.

2.2.1.a Financial or personal interests include gaining any possible advantage for himself, his immediate family, or any person with whom he has a close professional or private relationship.

2.2.1.b Conflicts of interest also arise if one of the FIA Parties uses, or appears to use, confidential information obtained within the framework of the duties performed for the FIA with the aim of gaining any possible advantage for himself or one of the persons listed above.

2.2.1.c As the FIA is an international association gathering national Automobile Clubs, Automobile Associations, Touring Clubs, and national Federations, no conflict of interest arises when an FIA Party exclusively defends, in the context of the examination of a proposal within a body of the FIA, the interests of the FIA Member he represents, provided such action does not produce any possible advantage for himself, his immediate family or any person with whom he has a close professional or private relationship.

2.2.2 The FIA Parties and Third Parties may not perform their duties in situations involving an existing or potential conflict of interest. Any such conflict should be immediately disclosed and notified in writing to the organisation for which the FIA Party or Third Party performs his duties.

A situation of a potential conflict of interests arises when the opinion or decision of an FIA Party performing a duty for the FIA may be reasonably considered as being influenced by relations that he has, has had or is on the point of having, with another person or organisation that would be affected by the opinion or decision of the FIA Party concerned.

2.2.3 When the mission is performed within an FIA Body, as listed in Article 7 of the FIA Statutes, an FIA Party who has, or appears to have, a financial or personal conflict of interest regarding any proposal submitted in a meeting must:

- declare this;
- withdraw from the meeting for that proposal unless expressly invited to remain in order to provide information;
- not be counted as a voting member for the purpose to determine the quorum for that part of the meeting;
- withdraw during the vote, unless expressly invited to stay, and have no vote on the matter.

2.2.3.a Thus, he may not take part, in particular, in any decision of an individual nature (for instance, voting in favour of the selection of a specific supplier or a specific promoter), if he notably has:

- a significant interest, financial or otherwise, in the decision, or is likely to be affected by said decision,
- a business relationship with a person or organisation with a direct interest in the decision, or
- a close family relationship with someone with a direct interest in the decision.

2.2.3.b Decisions of an individual nature are opposed in essence to those of general scope that are likely to affect several stakeholders (for instance, decisions related to the calendar of a championship or to a proposal for regulatory modifications) and which are taken in the global interest of motor sport and/or automobile mobility and tourism.

2.2.4 In the case where the duties are performed by an FIA Party for the FIA, it is his responsibility to submit an “FIA Disclosure of Interests Form” to the Ethics Committee when he holds one of the following positions or exercises one of the following mandates:

- President or member of the World Councils, of the Senate, of the Audit Committee, of the Ethics Committee, of the FIA judicial and disciplinary bodies, of the Nominations Committee, of the Therapeutic Use Exemption Committee or of any body dealing with the allocation of grants;
- President or Vice-President of any other FIA body referred to in Article 7.1 of the FIA Statutes;
- member of the FIA Administration;
- FIA consultants;
- steward, race director, clerk of the course, scrutineer or technical delegate, or secretary of the event, officiating within the framework of a Competition counting towards an FIA Championship.

2.2.4.a All the FIA Parties referred to above, whether or not they have an interest to disclose, must complete this form. They must provide complete and accurate information and have the on-going obligation to update their form each time their circumstances change. Failure to disclose, update such information in a timely manner or provide complete information constitutes a breach of the FIA Code of Ethics.

2.2.4.b The FIA Disclosure of Interests Form is available at <https://disclosureform.fia.com>.

2.2.4.c The FIA Disclosure of Interests Form is not a substitute for declaring an interest at meetings.

2.2.4.d The FIA Parties who have not submitted or updated their FIA Disclosure of Interests Form (or confirmed that no update is required) within one month following a request from the Ethics Committee, may not perform a mission in any capacity for the FIA until their situation is regularised.

2.2.4.e Potential candidates to stand for election to the position of President of the FIA, Deputy Presidents, Vice-Presidents, President and members of the Senate, Members of the World Councils, President and members of the Ethics Committee and President and members of the Audit Committee who have not submitted an FIA Disclosure of Interests Form to the Ethics Committee by the deadline for proposing a candidature, shall not be eligible.

- 2.2.5** If an objection is made concerning an existing or potential conflict of interest, it should be reported immediately to the organisation for which the FIA Party performs his duties.
- 2.3** Failure to provide any information requested by the FIA Ethics Committee shall constitute a breach of the FIA Code of Ethics.
- 2.4** The FIA Parties and Third Parties shall use due care and diligence in fulfilling their mission. They must not act in a manner likely to tarnish the reputation of the FIA.
- 2.5** The FIA Parties and Third Parties should not be involved with firms or persons whose activity is inconsistent with the principles set out in the FIA Statutes, Regulations and this Code.

ARTICLE 3 - Conduct towards governments and private organisations

- 3.1** The FIA Parties and Third Parties shall work to maintain harmonious relations with national authorities, in accordance with the principle of universality and of political neutrality of the FIA.
- 3.2** The FIA Parties and Third Parties are free to play a role in the public life of the nations to which they belong. Within this framework, they may not abusively take advantage of their position within the FIA, engage in any activity or follow any ideology inconsistent with the principles defined in the FIA Statutes and Regulations or set out in this Code.
- 3.3** The FIA Parties and Third Parties shall endeavour to protect the environment on the occasion of any events they organise. They shall endeavour that their environmental standards are consistent with the generally accepted standards for environmental protection.

ARTICLE 4 - Confidentiality

The FIA Parties and Third Parties shall also treat as confidential or secret any information, which is not public, communicated to them in the exercise of their duties. Any information or opinion shall be divulged only in accordance with the principles, directives and objectives of the FIA and its Members.

ARTICLE 5 - Implementation

- 5.1** The FIA Parties and Third Parties shall see to it that the principles of this Code are applied.
- 5.2** The FIA Parties and Third Parties shall notify the Ethics Committee, and/or the FIA Compliance Officer if appropriate, of any alleged breach of this Code.
- 5.3** The persons implicated shall, upon request, cooperate in any investigation carried out by the Ethics Committee and provide it with any information it may request. Failure to cooperate or to provide the requested information shall constitute a breach of the FIA Code of Ethics.
- 5.4** The Ethics Committee shall identify any breaches of its regulations and shall submit a report to the President of the FIA who may decide to take any further action. A copy of this report shall be submitted to the members for the FIA Senate, the complainant and the person implicated for information.
- 5.5** Each year, the Ethics Committee shall submit to the FIA General Assembly a report on the application of this Code, noting any breaches of its rules.

ARTICLE 6 - Amendments to the Code of Ethics

Amendments to the Code shall be decided only by the General Assembly.

ARTICLE 7 - Interpretation of the Code of Ethics

The Code has been written in English, Spanish and French. In the event of a divergence regarding its interpretation, the French text shall be regarded as authoritative.



ARTICLE 1	ORGANISATIONAL RULES
ARTICLE 1.1	MEMBERSHIP
ARTICLE 1.2	MEETINGS
ARTICLE 1.3	QUORUM OF ATTENDANCE
ARTICLE 1.4	VOTING IN MEETINGS
ARTICLE 1.5	RESOLUTIONS BY CORRESPONDENCE
ARTICLE 1.6	MINUTES OF MEETINGS
ARTICLE 1.7	EXPENSES
ARTICLE 1.8	ROLE OF THE EC PRESIDENT
ARTICLE 1.9	ANNUAL REPORT
ARTICLE 1.10	IMPARTIALITY AND ABSTENTION IN CASE OF CONFLICT OF INTEREST
ARTICLE 1.11	CONFIDENTIALITY
ARTICLE 2	PROCEDURAL RULES
ARTICLE 2.1	COMPETENCE
ARTICLE 2.2	GENERAL PROCEDURES
ARTICLE 2.3	SPECIFIC PROCEDURE FOR DETERMINING <i>COMPLAINTS</i> BROUGHT BEFORE THE EC
ARTICLE 2.4	SPECIFIC PROCEDURE APPLICABLE WHEN THE EC TAKES ACTION ON ITS OWN INITIATIVE

Ethics Committee Internal Regulations

INTRODUCTION

The Ethics Committee (EC) is established under Article 18 of the FIA Statutes in order to safeguard the integrity and reputation of motor sport, automobile mobility and tourism and persons, as defined in Article 18.2 of the FIA Statutes (the “FIA Parties” and the “FIA Third Parties”) and in the third paragraph of the Preamble of the FIA Code of Ethics (hereinafter “the Code”), worldwide and shall perform all other missions entrusted to it by the President of the FIA concerning the development of and respect for ethical principles.

The purpose of these Internal Regulations is to ensure that the EC is able to fulfill the responsibilities given to it in the FIA Statutes and the Code and in particular to ensure that matters referred to it for determination are resolved fairly, efficiently and consistently.

These Internal Regulations may be amended by the EC as and when necessary in order to ensure they remain fit for this purpose.

These Internal Regulations shall be interpreted in a manner compatible to the fullest extent with the FIA Statutes and the Code. In the case of any conflict between the FIA Statutes, the Code and these Internal Regulations, the FIA Statutes or the Code will prevail.

These Internal Regulations have been written in English and French. In the event of a divergence regarding their interpretation, the French text shall be regarded as authoritative.

ARTICLE 1 - ORGANISATIONAL RULES

ARTICLE 1.1 MEMBERSHIP

- 1.1.1** Membership of the EC is determined in accordance with Article 9.14 of the FIA Statutes.
- 1.1.2** Membership of the EC (and of Investigation Panels convened from among the EC members) is personal and no delegation of functions may be accepted.

ARTICLE 1.2 MEETINGS

- 1.2.1** There shall be at least one meeting per year. The EC President shall convene the meetings of the EC.

- 1.2.2** At the request of the President of the FIA or of at least sixty per cent of its members, the EC must be convened by the EC President, at the latest within the twenty days following the request.
- 1.2.3** The agenda of the meetings shall be set by the EC President. The EC President must enter on the agenda of the meeting any question submitted by the President of the FIA or by at least sixty per cent of its voting members.
- 1.2.4** Whenever possible, the agenda shall be sent to the EC members at least two weeks prior to the scheduled meeting.
- 1.2.5** The EC President may invite members of the FIA Administration to attend EC meetings, without voting rights.

ARTICLE 1.3 QUORUM OF ATTENDANCE

- 1.3.1** For any meeting to be validly convened and to pass resolutions, an absolute majority of all EC members must be present. If such quorum is not reached the meeting may still take place, but any resolution proposed and voted upon at such meeting must be circulated to absent members within two weeks of the date of the meeting with a request to cast their vote within the deadline specified. If the total number of votes in person and by correspondence exceeds the number required to form a quorum, the vote shall be regarded as having been validly cast at the meeting.
- 1.3.2** If the EC President so decides, or if requested by an EC member, the EC may hold its meetings in the form of conference calls or videoconferences or other electronic means, subject to at least two thirds of the EC members being in attendance in person, unless otherwise decided by the EC President.

ARTICLE 1.4 VOTING IN MEETINGS

- 1.4.1** Decisions of the EC shall be carried by an absolute majority of the members present. In the event of a tie, the EC President shall have the casting vote.
- 1.4.2** Resolutions take effect immediately upon approval unless otherwise specified.

ARTICLE 1.5 RESOLUTIONS BY CORRESPONDENCE

- 1.5.1** In case of urgency, a decision may be taken using electronic means (email, fax, etc.) should the EC President so decide, unless more than one third of the members eligible to vote request a formal meeting, which may be held in person or in the form of a teleconference, videoconference or other electronic means.
- 1.5.2** Resolutions approved by way of correspondence must be included in the minutes of the next meeting.

ARTICLE 1.6 MINUTES OF MEETINGS

- 1.6.1** Minutes of the deliberations and resolutions of the EC shall be kept. The minutes shall contain a summary of the deliberations, the proposed resolutions, the declarations that a member requests to be recorded in the minutes, and the resolutions with the result of the votes.
- 1.6.2** The minutes are submitted to the EC members for review. The minutes are then signed by the EC President.
- 1.6.3** Minutes of the meetings shall be kept under the supervision of the Secretariat of the EC, provided by the FIA Compliance Officer.

ARTICLE 1.7 EXPENSES

The reasonable expenses incurred by EC members in connection with FIA matters shall be refunded by the FIA in accordance with FIA policies.

ARTICLE 1.8 ROLE OF THE EC PRESIDENT

- 1.8.1** The EC President chairs and oversees the operation of the EC in order to ensure compliance with its responsibilities under the FIA Statutes and the Code.
- 1.8.2** The EC President shall chair the meetings of the EC.
- 1.8.3** The EC President shall appoint a Deputy President who shall undertake tasks and responsibilities as directed by the EC President in writing and who shall chair meetings in his absence.

ARTICLE 1.9 ANNUAL REPORT

As provided for by Article 5.5 of the Code, the EC shall submit each year to the FIA General Assembly a report on the application of the Code, noting any breaches of its rules.

ARTICLE 1.10 IMPARTIALITY AND ABSTENTION IN CASE OF CONFLICT OF INTERESTS

- 1.10.1** EC members must conduct their duties honestly, expeditiously and professionally and conduct themselves to the highest standards of integrity in the discharge of their responsibilities as members.
- 1.10.2** EC members must comply at all times with the FIA Statutes, the Code and these Internal Regulations.
- 1.10.3** EC members must refrain from dealing with or voting on matters in which their own interests or the interests of persons or bodies related to them are involved, and shall be bound by the Code and any other applicable FIA rules.

ARTICLE 1.11 CONFIDENTIALITY

- 1.11.1** Save as expressly stated herein, the affairs of the EC are confidential. In addition, save as expressly stated herein, all proceedings before an Investigation Panel are confidential. EC members must observe and maintain that confidentiality and must not make any disclosures to any third parties in breach of that confidentiality.
- 1.11.2** EC members must not disclose to any third party, including (without limitation) any member of the media, any matter relating to proceedings before an Investigation Panel, either during those proceedings or after those proceedings have concluded, and whether or not the member is sitting on the Investigation Panel in that particular case, save and to the extent that a disclosure may be required by law.

ARTICLE 2 PROCEDURAL RULES

ARTICLE 2.1 COMPETENCE

- 2.1.1** In accordance with Article 18 of the FIA Statutes, the EC has the competence to hear and determine any alleged breach of the ethical principles as contained in the FIA Statutes, International Sporting Code and Regulations.

2.1.2 The EC investigates and assesses a given situation, on its own initiative (see Article 2.4 below) or upon *Complaints* (see Article 2.3 below) from one of the FIA Parties or FIA Third Parties defined in Article 18.2 of the FIA Statutes and in the third paragraph of the Preamble to the Code:

“The FIA and each of its Members, the FIA Administration (employees), the officials and delegates appointed by the FIA within its Championships, the FIA consultants and any persons or organisation belonging in any official capacity whatsoever to the FIA or to one of its Members (the “FIA Parties”), as well as the promoters, partners, suppliers and any other FIA contracting party (the “Third Parties”) are subject to the FIA Code of Ethics.”

2.1.3 All the FIA Parties and FIA Third Parties are subject to the Code.

2.1.4 The statute of limitations set out in the FIA Judicial and Disciplinary Rules (5 years) applies to infringements of the ethical principles as contained in the FIA Statutes, the International Sporting Code and the Regulations, in accordance with Article 18.2.3 of the FIA Statutes. The time period is interrupted by any act of investigation undertaken by the EC, in accordance with Article 5.3 of the FIA Judicial and Disciplinary Rules.

2.1.5 Any *Complaint* must be submitted to the EC as soon as possible and at the latest 1 year after the *Complainant* gained knowledge of the facts supporting the *Complaint*. Once that deadline has passed, the EC still has the capacity to launch an investigation on its own initiative if it considers that the reported facts require such action. It is the sole discretion of the EC to determine the date of knowledge of the facts by the *Complainant* (see Article 18.2.3 of the FIA Statutes).

ARTICLE 2.2 GENERAL PROCEDURES

2.2.1 Convening an Investigation Panel (IP)

2.2.1.a The EC members must notify the EC President, following review of the file of the matter, if they have had any personal involvement with the matter and if they have any connection with any of the parties involved in the matter, or any other actual or apparent conflict of interest in relation to the matter that requires them to excuse themselves from the IP investigating the matter. Failure to notify the EC President of any such conflict shall be viewed as an indication that the IP member does not believe that any such conflict exists. Should circumstances emerge thereafter which cause the IP member to believe that a conflict may exist after all, he shall promptly inform the EC President.

2.2.1.b In case of any doubt, any potential conflict should be declared to the EC President without delay, and the EC President (having heard submissions from the parties if he sees fit) shall decide whether or not the EC member in question may be appointed to or may continue to serve on (as applicable) the IP in question. Should the EC President be the one with the potential conflict issue, the Deputy President shall make the decision in the manner set forth above.

2.2.1.c The EC President shall nominate three members of the EC to sit as the IP investigating and determining the matter. One to two members of the IP shall be chosen among the EC members who were not members to the previous IP.

2.2.1.d The EC President shall nominate one of those three members to act as the Chairman of the IP in the matter.

2.2.1.e If an EC member, having been appointed to an IP for a particular matter, is unable or unwilling for any reason to serve on the IP for that matter, the EC President shall appoint another EC member to replace him.

2.2.2 Language

2.2.2.a All proceedings before the IP shall be conducted either in French or in English.

2.2.2.b Any party wishing to make submissions (personally or through his representative) or to rely on evidence in a language other than French or English must provide an independent interpreter to interpret such submissions or evidence (if oral testimony) or accurate French or English translations of such evidence (if documentary) for the IP and the other party/parties, at his own cost.

2.2.3 Legal representation

As the EC is not a judicial or disciplinary body, “legal representation” and “witnesses” are only mentioned here for purposes of illustration.

2.2.3.a In all proceedings before the IP, the parties shall be entitled, at their own expense, to be assisted by legal counsel and/or other relevant representative(s), who may make submissions on behalf of the parties.

2.2.3.b Should the *Party Implicated* in a case wish to be accompanied, at their own expense, by a lawyer, or by any persons or experts whom they think could be useful to the procedure, the IP may approve their assistance/presence during an interview.

2.2.4 General principles

2.2.4.a The IP shall follow the general principle of adversarial procedures which will guarantee a fair investigation process. Both *Complainant* (in the case where the IP investigates upon a *Complaint*) and *Party Implicated* shall be given full knowledge and an equally full opportunity to respond.

2.2.4.b The IP shall decide all cases based solely on the evidence received by it during its period of jurisdiction.

2.2.4.c Where an issue arises that is not specifically provided for in these Procedural Rules, the IP may resolve that issue in a manner that achieves the fair, consistent, and expeditious resolution of the matter.

2.2.5 General powers of an IP

An IP (or, if urgent action is required before an IP is appointed, the EC President) shall have all powers necessary for, and incidental to, the discharge of its responsibilities under the FIA Statutes, the Code and these Procedural Rules, including (without limitation) the power, whether on the application of a party or of its own motion:

- to order that certain potentially dispositive issues (e.g., as to jurisdiction) be heard and determined in advance of any other issues in the matter;
- to rule finally on its own jurisdiction to hear and determine proceedings brought before it;
- to allow one or more third parties to intervene or be joined in the proceedings;
- to set any necessary deadlines, to expedite or to adjourn, postpone or suspend its proceedings, and/or to extend any deadline or time-limit otherwise provided for in these Procedural Rules or in its own directions or orders, upon such terms as it shall determine, where appropriate;
- to order any party to make any property, document or other thing in his possession or under his control available for inspection by the IP and/or any other party;
- to take any necessary measure to ensure the confidentiality of certain documents or portions thereof.

2.2.6 Notices and periods of time

2.2.6.a Save in case of urgency, reasonable timeframes, which shall be set by the IP, shall be respected for any formal communications between the parties and the IP.

2.2.6.b Any notice or other communication required to be given by a party to the IP and/or another party must be given in writing and must be sent by registered letter and email, or lodged on a secure dedicated website established by the Secretariat of the EC for that purpose (with that lodging notified to the other party by email).

2.2.6.c Delivery of notices and communications from/to the IP shall be made through the Secretariat of the EC by sending them to:

FIA – Comité d’Ethique
8, place de la Concorde
75008 Paris – France
ethics.committee@fia.com

2.2.6.d It is the responsibility of the Secretariat of the EC to forward to the parties the written submissions and the documents that have been sent to the IP by the other parties. The parties therefore do not have to notify one another of the various documents submitted to the IP.

2.2.6.e Deadlines which are expressed herein in terms of number of days refer to calendar days, not working days, and start to run on the first day following the day on which the relevant event occurs.

2.2.7 Cooperation of the Party Implicated

2.2.7.a In accordance with Article 5.3 of the Code, the *Party Implicated* shall, upon request, cooperate in any investigation carried out by the EC.

2.2.7.b It is the responsibility of the *Party Implicated* to produce all of the documentation and evidence of any kind upon which they intend to rely. Apart from the FIA Regulations, the EC shall receive and consider only the documents submitted by the parties.

2.2.7.c The parties having contributed decisively to the discovery of an alleged case of non-respect of the FIA’s ethical principles may be granted protection of confidentiality of source before the competent FIA bodies.

2.2.8 Hearing (if such is held)

An oral hearing will not be held on a matter unless requested by the *Complainant* or *Party/ies Implicated*, or otherwise ordered by the IP. Instead, the IP shall determine the matter based on the Case file or the papers referenced below.

2.2.8.a Date and venue:

- If an oral hearing has been requested, the Chairman of the IP shall fix the date, time and venue of that hearing (ordinarily, if the hearing is in person, the venue shall be the FIA offices in Geneva, Switzerland).
- The Chairman of the IP may agree, at his discretion, to hold the hearing by videoconference or, if the circumstances so require, by telephone.

2.2.8.b Attendance at hearings (either in person, by telephone, or by videoconference):

- All parties shall attend the hearing themselves and have the right to be assisted by legal representatives. Parties shall submit to the Secretariat of the EC, before the deadlines set by the IP, the identity of every person who will attend the hearing and the status and role of every person planning to attend the hearing. Persons not identified as described above may be refused access to the hearing.
- The non-attendance of any party at the hearing, after proper notice of the hearing has been provided, shall not prevent the IP from proceeding with the hearing in such party's absence (including for the avoidance of doubt, making its report concerning any alleged infringement by the party), whether or not any written submissions are made by or on behalf of that party.
- The failure of a party charged with infringement of the FIA's ethical principles as contained in the FIA Statutes, International Sporting Code and Regulations to attend a hearing without reasonable grounds for doing so may allow the IP to draw an adverse inference against such party, and the IP may assess the matter accordingly.

2.2.8.c Procedure at the oral hearing:

- At the beginning of the hearing, in the presence of each of the parties (and their respective representatives, where applicable), the Chairman of the IP shall introduce himself and the other IP members, and each party (and their representatives, where applicable) shall introduce themselves.
- The Chairman of the IP shall then state the purpose of the hearing and outline the procedure to be followed.
- The parties and their representatives shall be invited to raise any preliminary queries and/or to make any submissions on preliminary issues as the Chairman of the IP may see fit.
- After any preliminary matters have been addressed, at the discretion of the Chairman of the IP, each party may make an opening statement (in the case where the IP investigates upon a *Complaint*, the *Complainant* will be first, the *Party Implicated* second). The Chairman of the IP may limit the amount of time permitted for opening statements.

- After the opening statements, the IP shall hear the parties and decide on any further steps of the proceedings.
- The parties may be heard separately.

2.2.8.d Privacy of hearings:

- Save for good cause shown by any party, all hearings before the IP shall be conducted on a private and confidential basis, attended only by the parties to the proceedings and their representatives and witnesses, as well as any third party/ies and their representatives permitted under the applicable rules to attend in order to participate in and/or observe the proceedings.
- The Chairman of the IP may permit the attendance of the Secretariat of the EC and/or a clerk. He may also permit attendance by persons associated with another party if requested by that party for all or a portion of the hearing, as directed by the Chairman of the IP.
- All persons attending a hearing shall respect the privacy and confidentiality of the proceedings, of the evidence and of all the documents and submissions prepared in connection with them. All evidence and submissions shall be privileged and confidential, even if a hearing is not conducted in private.
- The foregoing provisions shall not limit in any way the evidence, testimony, arguments or other matters that an IP may refer to, include or describe in its written report.

2.2.8.e Recording of hearings:

- The Secretariat of the EC may make arrangements for hearings to be recorded or transcribed unless otherwise directed by the Chairman of the IP. Any recording so made shall belong to the EC.
- Where hearings have been recorded, and the FIA President, as prosecuting body of the FIA, has decided to initiate a disciplinary proceeding before the FIA International Tribunal (IT) further to the report submitted to him by the IP, the party concerned shall have the right to a transcript of the recording for use in connection with the case, and the Secretariat of the EC must provide such party with such transcript as soon as practicable upon request, subject to such party paying the costs involved in preparing the transcript and undertaking in writing not to share it with third parties. Otherwise, however, no person shall have the right to compel the production of any recording made of a hearing or any copy or transcript.
- Copies and transcripts of recordings shall remain confidential at all times. This shall not prevent submission of the transcripts to the IT in the event that a disciplinary proceeding is launched by the FIA President.

ARTICLE 2.3 SPECIFIC PROCEDURE FOR DETERMINING COMPLAINTS BROUGHT BEFORE THE EC

2.3.1 The parties

2.3.1.a The party bringing the *Complaint* shall be referred to as the **“Complainant”**.

2.3.1.b The person or entity that is the subject of the *Complaint* shall be referred to as the **“Party Implicated”**.

2.3.2 The “Complaint”

2.3.2.a To commence proceedings, the *Complainant* shall send a written notice to the EC, setting out the infringement(s) alleged to have been committed, including the specific rule, regulation, or principle alleged to have been infringed and a statement of the facts upon which such allegations are based (the **“Complaint”**), unless the procedure is otherwise provided for in the applicable rules.

2.3.2.b The *Complainant* shall submit:

- its brief, setting out its case on the situation it believes the IP will have to assess;
- written statements setting out the evidence of each witness (fact or expert) that the *Complainant* wishes to put into the record before the IP in support of its case, with a statement from the witness attesting to the truth of the contents of the statement (or, in the case of an expert witness, attesting that the statement accurately sets out his opinions on the matters in issue);
- copies of all the documentary evidence that the *Complainant* wishes to put into the record before the IP in support of its case;
- copies of any legal authorities relied on by the *Complainant* in its brief; and
- where an oral hearing is to take place) an estimate of the time that it believes it will need to present its case at the oral hearing.

2.3.2.c The *Complainant* may apply to the Chairman of the IP for permission to submit anything other than what is specified above.

2.3.3 Decision with regard to the admissibility of the Complaint

2.3.3.a After having examined the *Complaint* closely, the IP shall decide whether the *Complaint* is admissible (in accordance with Article 18.2 of the FIA Statutes).

2.3.3.b Should the *Complaint* be found admissible, the IP shall:

- forward the full *Complaint* to the *Party Implicated* by means of a *Notification Letter* and invite him to provide comments or documents that he may consider useful for the assessment of the case by the IP,
- inform the *Complainant* that the *Complaint* is admissible and has been made available to the *Party Implicated*.

2.3.4 The “Notification Letter”

2.3.4.a The *Notification Letter* (see Appendix 1) is the letter by which the *Party Implicated* is notified that the EC has decided to initiate an investigation upon a *Complaint* regarding an alleged breach of the FIA’s ethical principles.

2.3.4.b The *Notification Letter* sent to the *Party Implicated* once the *Complaint* has been found admissible, shall:

- specify that the EC has appointed an IP to assess the Case (the composition of which may be disclosed),
- summarise the alleged breach(es) and outline the specific rule(s) violated,
- invite the *Party Implicated* to submit, by a set deadline (in accordance with Article 2.2.6 above), any relevant written evidence (comments or documents), that he considers useful or which may assist the IP in assessing the case against him,
- specify that further to the examination of the above-mentioned documents, the IP may decide to give the *Party Implicated* the opportunity to be heard,
- inform the *Party Implicated* that, in application of Article 18 of the Statutes and Article 5.4 of the Code, the IP shall submit its written report (a copy of which shall be sent to the parties and to the members of the FIA Senate for information) to the FIA President, who may decide to take any further action.

2.3.4.c For the sake of transparency, all the documents available to the IP provided by the *Complainant* shall be attached to the *Notification Letter*.

2.3.5 The “Answer”

2.3.5.a The *Party Implicated* shall file an *Answer* to the *Complaint* (the “**Answer**”) within the deadline specified in the *Notification Letter*.

- 2.3.5.b** In the *Answer*, the *Party Implicated* must admit or deny (in whole or in part) the infringement(s) alleged, and must specifically admit, deny, or deny any knowledge or information in respect of each factual allegation set out in the *Complaint* in support of the alleged infringement(s). The *Answer* should also identify any defence(s) that the *Party Implicated* asserts in response to the *Complaint*(s), and the alleged facts on which such defence(s) is/are based.
- 2.3.5.c** The *Answer* must make it clear whether the *Party Implicated* requests an oral hearing (in person, by video conference or, if the circumstances so require, by telephone) before an IP.
- 2.3.5.d** The *Party Implicated* shall submit:
- an answering brief addressing the *Complainant's* arguments, and setting out all of the case of the *Party Implicated* on the issues (including any defences) that he believes the IP will have to resolve;
 - written statements setting out the evidence of each witness (fact or expert) that the *Party Implicated* wishes to put into the record before the IP, with a statement from the witness attesting to the truth of the contents of the statement (or, in the case of an expert witness, attesting that the statement accurately sets out his opinions on the matters in issue);
 - copies of all the documentary evidence that the *Party Implicated* wishes to put into the record before the IP;
 - copies of any legal authorities relied on by the *Party Implicated* in his brief; and
 - (where an oral hearing is to take place) an estimate of the time the *Party Implicated* thinks it will take to respond to the *Complainant's* case and present his defence at the oral hearing.
- 2.3.5.e** The *Party Implicated* may apply to the Chairman of the IP for permission to submit anything other than what is specified above.
- 2.3.6** The Chairman of the IP may at any time ask the parties to provide additional submissions and/or evidence, including expert testimony or opinions, as necessary.
- 2.3.7** Evidence not submitted to the other party at least ten (10) days before the date of an oral hearing set by the Chairman of the IP may not be submitted for the consideration of the IP unless the party offering the evidence satisfies the IP that there was a compelling excuse for the failure to meet that deadline.
- 2.3.8** It shall not be improper for a party, its officers, employees, legal advisors or other representatives to interview its witnesses or potential witnesses in advance of any hearing.

2.3.9 If it appears to the IP that a *Party Implicated* may be subject to further actions from the FIA President on account of an infringement of the ethical principles as contained in the FIA Statutes, International Sporting Code and Regulations that has not previously been notified, or that an infringement may have been committed by a person other than the *Party Implicated*, the IP shall ensure that the *Party Implicated* or such other person is informed of and given a reasonable time to deal with the new allegation(s), including by adjourning the proceedings if relevant and necessary.

2.3.10 *The “Invitation to Appear”*

2.3.10.a Should the IP decide that the parties should be given the opportunity to be heard or consider that it appears necessary to seek further information from them in order to precisely assess the situation; an *Invitation to Appear* (see Appendix 2) shall be sent to the Parties.

2.3.10.b The *Invitation to Appear* shall:

- indicate the place and date on which the hearing will be held (see Article 2.2.8.a above),
- specify the purpose of the hearing,
- list all the documents available to the IP,
- remind the parties of the procedure applicable to hearings (see Article 2.2.8 above).

2.3.11 **Standard of proof**

Unless otherwise stated in the relevant rules, the standard of proof on all questions to be determined by the IP shall be the balance of probabilities.

2.3.12 **Evidence**

2.3.12.a Once opening statements are completed, the *Complainant* shall be invited to present evidence in support of its case, followed by the *Party Implicated* presenting evidence in defence of the case.

2.3.12.b The IP shall have the power to allow, refuse or limit the evidence or appearance at the hearing of any fact or expert witness. Facts may be established in such proceedings by any reliable means, and factors such as hearsay shall go not to admissibility but rather to the weight to be given by the IP to such evidence.

- 2.3.12.c** Subject always to Article 2.2.8 above, the parties shall call to be heard by the IP (in person or, with the permission of the IP, by videoconference or, if the circumstances so require, by telephone) the fact and expert witnesses whose statements and reports they have submitted in advance of the hearing. The parties are responsible for the availability of those witnesses and the costs of their attendance.
- 2.3.12.d** If a witness whose appearance has been requested fails without a valid reason to appear for testimony, the IP shall disregard any witness statement or declaration related to that witness unless, in exceptional circumstances, the IP decides otherwise.
- 2.3.12.e** In any case where a witness attends before the IP but refuses or fails to answer questions put to him by or on behalf of the other party or the IP, the IP may infer that the answers of that witness to those questions would have been adverse to the party offering that witness. If the witness is the party, then the IP may infer that the answers of the party to those questions would have been adverse to that party.
- 2.3.12.f** Where a witness appears at a hearing (whether in person or by videoconference or, if the circumstances so require, by telephone) before providing testimony, he shall first affirm, in a manner determined appropriate by the IP, that he is telling the truth. Thereafter, the written statement of that witness shall stand as his direct evidence. The IP may in its discretion allow direct examination of a witness appearing at the hearing (to supplement his written testimony or where no witness testimony was submitted), cross-examination of that witness by the party against whom his evidence is offered, and re-direct examination of that witness in relation to the matters on which he was cross-examined.
- 2.3.12.g** The IP is entitled to ask fact and expert witnesses questions at any time during the hearing and may recall witnesses for such purpose at any time.
- 2.3.12.h** Witnesses shall not ordinarily be admitted to the hearing room prior to their giving evidence, and after giving their evidence all such witnesses shall ordinarily be required to withdraw from the hearing room.
- 2.3.12.i** Any documentary or other evidence relied on by a party must be properly authenticated upon presentation to the IP.

2.3.13 Report from the IP

- 2.3.13.a** The IP shall make its decision with regard to the recommendations to be included in their report by an absolute majority of the members present. All IP members must take part in the deliberations of the Panel and no member of the IP may abstain from voting.

2.3.13.b The IP will issue its report as soon as reasonably practicable after the hearing, in writing, with reasons, in accordance with Article 2.3.14 below.

2.3.14 Written report

2.3.14.a In all cases, the IP shall issue its report in writing, dated and signed by the Chairman of the IP, as soon as practicable after the end of the hearing. The IP may be assisted by a Clerk in drafting the report.

2.3.14.b The written report shall set out and explain:

- the IP’s findings, with reasons, as to what breach(es), if any, the *Party Implicated* has committed;
- the IP’s findings, with reasons, as to the recommendations to the FIA President as a result of such breach(es);
- the possible consequences, should the FIA President decide to take any further action. The President of the FIA is the prosecuting body of the FIA (see Article 3, Chapter 2 of the FIA Judicial and Disciplinary Rules). He alone decides whether or not it is appropriate to launch disciplinary proceedings.

2.3.14.c The IP shall send copies of the report to the members of the FIA Senate, the *Complainant* and the *Party Implicated* for information.

2.3.14.d In compliance with the FIA Judicial and Disciplinary Rules, in the event that the President of the FIA or any other person appearing on the presidential list (see Article 9.4 of the FIA Statutes) is the subject of an investigation, the report shall be submitted to the Senate, who may decide to take any further action. A copy of this report shall be submitted to the *Complainant* and the *Party Implicated* for information.

ARTICLE 2.4 SPECIFIC PROCEDURE APPLICABLE WHEN THE EC TAKES ACTION ON ITS OWN INITIATIVE

2.4.1 The “Party Implicated”

The person or entity that is the subject of an investigation by the EC shall be referred to as the “**Party Implicated**”.

2.4.2 **The “Notification Letter”**

2.4.2.a The *Notification Letter* (see Appendix 3) is the letter by which the *Party Implicated* is notified that the EC has decided to initiate an investigation on its own motion regarding an alleged breach of the FIA’s ethical principles.

2.4.2.b The *Notification Letter* sent to the *Party Implicated* shall:

- specify that the EC has appointed an IP to assess the Case (the composition of which may be disclosed),
- summarise the alleged breach(es) and outline the specific rule(s) violated,
- invite the *Party Implicated* to submit, by a set deadline (in accordance with Article 2.2.6 above), any relevant written evidence (comments or documents), that he considers useful or which may assist the IP in assessing the case against him,
- specify that further to the examination of the above-mentioned documents, the IP may decide to give to the *Party Implicated* the opportunity to be heard,
- inform the *Party Implicated* that, in application of Article 18 of the Statutes and Article 5.4 of the Code, the IP shall submit its written report (a copy of which shall be sent to the parties and to the members of the FIA Senate for information) to the FIA President, who may decide to take any further action.

2.4.2.c For the sake of transparency, all the documents available to the IP shall be attached to the *Notification Letter*.

2.4.3 **The “Answer”**

2.4.3.a The *Party Implicated* shall file an Answer (the “**Answer**”) so that it is received by the IP within the deadline specified in the *Notification Letter*.

2.4.3.b In the *Answer*, the *Party Implicated* must admit or deny (in whole or in part) the infringement(s) alleged, and must specifically admit, deny, or deny any knowledge or information in respect of, each factual allegation set out in the *Notification Letter* in support of the alleged infringement(s). The *Answer* should also identify any defence(s) that the *Party Implicated* asserts in response to the *Notification Letter*, and the alleged facts on which such defence(s) is/are based.

2.4.3.c The *Answer* must make it clear whether the *Party Implicated* requests an oral hearing (in person, by video conference or, if the circumstances so require, by telephone) before an IP.

2.4.3.d The *Party Implicated* shall submit:

- an answering brief addressing the IP's arguments, and setting out all of the case of the *Party Implicated* on the issues (including any defences) that he believes the IP will have to resolve;
- written statements setting out the evidence of each witness (fact or expert) that the *Party Implicated* wishes to put into the record before the IP, with a statement from the witness attesting to the truth of the contents of the statement (or, in the case of an expert witness, attesting that the statement accurately sets out his opinions on the matters in issue);
- copies of all the documentary evidence that the *Party Implicated* wishes to put into the record before the IP;
- copies of any legal authorities relied on by the *Party Implicated* in his brief; and
- (where an oral hearing is to take place) an estimate of the time the *Party Implicated* thinks it will take to respond to the IP's case and present his defence at the oral hearing.

2.4.3.e The *Party Implicated* may apply to the Chairman of the IP for permission to submit anything other than what is specified above.

2.4.4 The Chairman of the IP may at any time ask the *Party Implicated* to provide additional submissions and/or evidence, including expert testimony or opinions, as necessary.

2.4.5 It shall not be improper for the *Party Implicated*, its officers, employees, legal advisors or other representatives to interview its witnesses or potential witnesses in advance of any hearing.

2.4.6 If it appears to the IP that a *Party Implicated* may be subject to further actions from the FIA President on account of an infringement of the ethical principles as contained in the FIA Statutes, International Sporting Code and Regulations that has not previously been notified, or that an infringement may have occurred by a person other than the *Party Implicated*, the IP shall ensure that the *Party Implicated* or such other person is informed of and given a reasonable time to deal with the new allegation(s), including by adjourning the proceedings if relevant and necessary.

2.4.7 **The "Invitation to Appear"**

2.4.7.a Should the IP decide that the *Party Implicated* should be given the opportunity to be heard or consider that it appears necessary to seek further information from them in order to precisely assess the situation; an *Invitation to Appear* (see Appendix 2) shall be sent to the *Party Implicated*.

2.4.7.b The *Invitation to Appear* shall:

- indicate the place and date on which the hearing will be held (see Article 2.2.8.a above),
- specify the purpose of the hearing,
- list all the documents available to the IP,
- remind the parties of the procedure applicable to hearings (see Article 2.2.8 above).

2.4.8 Standard of proof

Unless otherwise stated in the relevant rules, the standard of proof on all questions to be determined by the IP shall be the balance of probabilities.

2.4.9 Evidence

2.4.9.a Once opening statements are completed, the *Party Implicated* shall be invited to present evidence in defence of his case.

2.4.9.b The IP shall have the power to allow, refuse or limit the evidence or appearance at the hearing of any fact or expert witness. Facts may be established in such proceedings by any reliable means, and factors such as hearsay shall go not to admissibility but rather to the weight to be given by the IP to such evidence.

2.4.9.c Subject always to Article 2.2.8 above, the *Party Implicated* shall call to be heard by the IP (in person or, with the permission of the IP, by videoconference or, if the circumstances so require, by telephone) the fact and expert witnesses whose statements and reports they have submitted in advance of the hearing. The *Party Implicated* is responsible for the availability of those witnesses and the costs of their attendance.

2.4.9.d If a witness whose appearance has been requested fails without a valid reason to appear for testimony, the IP shall disregard any witness statement or declaration related to that witness unless, in exceptional circumstances, the IP decides otherwise.

2.4.9.e In any case where a witness attends before the IP but refuses or fails to answer questions put to him by the IP, the IP may infer that the answers of that witness to those questions would have been adverse to the *Party Implicated*. If the witness is the *Party Implicated*, then the IP may infer that his answers to those questions would have been adverse to him.

- 2.4.9.f** Where a witness appears at a hearing (whether in person or by videoconference or, if the circumstances so require, by telephone), before providing testimony he shall first affirm, in a manner determined appropriate by the IP, that he is telling the truth. Thereafter, the written statement of that witness shall stand as his direct evidence. The IP may in its discretion allow direct examination of a witness appearing at the hearing (to supplement his written testimony or where no witness testimony was submitted), cross-examination of that witness by the Party Implicated, and re-direct examination of that witness in relation to the matters on which he was cross-examined.
- 2.4.9.g** The IP is entitled to ask fact and expert witnesses questions at any time during the hearing and may recall witnesses for such purpose at any time.
- 2.4.9.h** Witnesses shall not ordinarily be admitted to the hearing room prior to their giving evidence, and after giving their evidence all such witnesses shall ordinarily be required to withdraw from the hearing room.
- 2.4.9.i** Any documentary or other evidence relied on by the *Party Implicated* must be properly authenticated upon presentation to the IP.
- 2.4.10 Report from the IP**
- 2.4.10.a** The IP shall make its decision with regard to the recommendations to be included in their report by an absolute majority of the members present. All IP members must take part in the deliberations of the Panel and no member of the IP may abstain from voting.
- 2.4.10.b** The IP will issue its report as soon as reasonably practicable after the hearing, in writing, with reasons, in accordance with Article 2.4.12 below.
- 2.4.11 Written report**
- 2.4.11.a** In all cases, the IP shall issue its report in writing, dated and signed by the Chairman of the IP, as soon as practicable after the end of the hearing. The IP may be assisted by a Clerk in drafting the report.

2.4.11.b The written report shall set out and explain:

- the IP's findings, with reasons, as to what breach(es), if any, the *Party Implicated* has committed;
- the IP's findings, with reasons, as to the recommendations to the FIA President as a result of such breach(es);

2.4.11.c

- the possible consequences, should the FIA President decide to take any further action. The President of the FIA is the prosecuting body of the FIA (see Article 3, Chapter 2 of the FIA Judicial and Disciplinary Rules). He alone decides whether or not it is appropriate to launch disciplinary proceedings.

2.4.11.d

The IP shall send copies of the report to the members of the FIA Senate and the *Party Implicated* for information.

In compliance with the FIA Judicial and Disciplinary Rules, in the event that the President of the FIA or any other person appearing on the presidential list (see Article 9.4 of the FIA Statutes) is the subject of an investigation, the report shall be submitted to the Senate, who may decide to take any further action. A copy of this report shall be submitted to the *Party Implicated* for information.

APPENDIX 1

By email and DHL

To: [...]

From: FIA Ethics Committee

Pages: [...]

Date: [...]

**RE: Notification letter - Alleged breaches of the FIA's ethical principles
CASE [...]**

STRICTLY CONFIDENTIAL

Dear [...],

We hereby inform you that a complaint has been made by [...] before the FIA Ethics Committee on [...], with regard to alleged breaches of the FIA's ethical principles in which it appears that you may be implicated.

In accordance with Article 18 of the FIA Statutes, the Ethics Committee is entrusted with safeguarding the integrity and reputation of motor sport, automobile mobility and tourism and persons, as defined in Article 18.2 of the FIA Statutes (the "FIA Parties" and the "FIA Third Parties") and in the third paragraph of the Preamble of the FIA Code of Ethics (hereinafter "the Code"), worldwide. Upon complaints or on its own initiative the Ethics Committee investigates and assesses the given situation regarding any alleged breach of the ethical principles as contained in the FIA Statutes, International Sporting Code and Regulations and submits a report to the President of the FIA, who may decide to take any further action.

1. Notification

You are hereby notified that the FIA Ethics Committee has decided to initiate an investigation upon Mr/Ms [...]'s complaint regarding an alleged breach of the FIA's ethical principles.

For your full information, the Ethics Committee has appointed an Investigation Panel for assessing the Case. It is composed of three of its members, [...], [...] and myself, acting as Chairman of the Investigation Panel.

2. Alleged breaches

2.1 [...]

Specific rule violated: [...]

2.2 [...]

Specific rule violated: [...]

3. Information and explanations

You are invited to submit, by [...], **any relevant written evidence** (comments or documents), that you consider useful or which may assist the Investigation Panel in assessing the case against you. All documents and communications should be provided in English or in French.

The documents currently available to the Investigation Panel are attached and all the FIA Regulations referred to in this notification are available at www.fia.com.

Please note that, further to the examination of the above-mentioned documents, you may be given the opportunity to be heard. Should this be the case, an invitation to appear before the Investigation Panel presiding over the case will be sent to you.

4. Report

In application of Article 18 of the Statutes and Article 5.4 of the Code, the Ethics Committee will submit its written report to the FIA President, who may decide to take any further action; in addition, a copy of the report will be submitted to you, to the complainant and to the members of the FIA Senate for information.

We kindly request that you acknowledge receipt of this notification and we remain at your disposal should you require any further information.

Yours sincerely,

On behalf of the FIA Ethics Committee

[...]

Chairman of the Investigation Panel

Enclosures:

- [case file]

APPENDIX 2

By email and DHL

To: [...]

From: FIA Ethics Committee

Pages: [...]

Date: [...]

INVITATION TO APPEAR BEFORE THE FIA ETHICS COMMITTEE

**RE: Alleged breaches of the FIA's ethical principles
CASE [...]**

STRICTLY CONFIDENTIAL

Dear [...],

Your Answer dated [...] and its attachments have been duly examined by the Investigation Panel appointed within the framework of the above-mentioned investigation, which is being conducted pursuant to Article 18 of the FIA Statutes.

Further to this examination, it appears necessary that we seek further information from you in order to accurately assess the situation.

Therefore, and in compliance with the FIA Code of Ethics, we hereby kindly invite you to an interview on [...], **at [...], at the FIA headquarters in [...]**.

The purpose of this interview is to:

- understand more precisely [...], and
- confirm that there are no other interests you should have disclosed (alleged breach of Article 2.2 of the Code of Ethics).

For this interview, you may wish to be accompanied by a lawyer; please let us know if this is the case. For the sake of clarity, please note however that the Ethics Committee is not a judicial or disciplinary body.

Furthermore, you are requested to submit in writing, by [...], any comments or additional documents that you may consider useful for the assessment of the present case by the Ethics Committee. All documents and communications should be provided in English or in French.

Ahead of this interview, please note that the documents currently included in the file pertaining to the present case are as follows:

- [...]

Further to this hearing, in application of Article 18 of the Statutes and Article 5.4 of the Code, the FIA Ethics Committee will submit its written report to the FIA President, who may decide to take any further action. A copy of this report will be sent to you and to the members of the FIA Senate for information.

We kindly ask that you acknowledge receipt of this letter and confirm that you are able to attend the above meeting, at your earliest convenience.

We remain at your disposal should you require any additional information.

Yours sincerely,

[...]
Chairman of the Investigation Panel

APPENDIX 3

By email and DHL

To: [...]

From: FIA Ethics Committee

Pages: [...]

Date: [...]

**RE: Notifications letter - Alleged breaches of the FIA's ethical principles
CASE [...]**

STRICTLY CONFIDENTIAL

Dear [...],

[...] In accordance with Article 18 of the FIA Statutes, the Ethics Committee is entrusted with safeguarding the integrity and reputation of motor sport, automobile mobility and tourism and persons, as defined in Article 18.2 of the FIA Statutes (the "FIA Parties" and the "FIA Third Parties") and in the third paragraph of the Preamble of the FIA Code of Ethics (hereinafter "the Code"), worldwide. Upon complaints or on its own initiative the Ethics Committee investigates and assesses the given situation regarding any alleged breach of the ethical principles as contained in the FIA Statutes, International Sporting Code and Regulations and submits a report to the President of the FIA, who may decide to take any further action.

1. Notification

You are hereby notified that, on its own initiative, the Ethics Committee has decided to initiate an investigation regarding an alleged breach of the FIA's ethical principles.

For your full information, the Ethics Committee has appointed an Investigation Panel for assessing the Case. It is composed of three of its members, [...], [...] and myself (President of the Ethics Committee), acting as Chairman of the Investigation Panel.

2. Alleged breaches

2.1 [...]

Specific rule violated: [...]

2.2 [...]

Specific rule violated: [...]

3. Information and explanations

3.1 You are invited to provide the following **documents** and written explanations by [...]:

[...]

If you do not provide the Investigation Panel with the above-mentioned documents and explanations, the Investigation Panel may draw an adverse inference due to your failure to provide the information and documents listed above.

Please also submit any other relevant written evidence that you consider useful or which may assist the Investigation Panel in assessing the case against you. All documents and communications should be provided in English or in French.

The documents currently available to the Investigation Panel are attached and all the FIA Regulations referred to in this notification are available at www.fia.com.

Please note that, further to the examination of the above-mentioned documents, you may be given the opportunity to be heard. Should this be the case, an invitation to appear before the Investigation Panel presiding over the case will be sent to you.

4. Report

In application of Article 18 of the Statutes and Article 5.4 of the Code, the Ethics Committee will submit its written report to the FIA President, who may decide to take any further action; in addition, a copy of the report will be submitted to you and to the members of the FIA Senate for information.

We kindly request that you acknowledge receipt of this notification and we remain at your disposal should you require any further information.

Yours sincerely,

On behalf of the FIA Ethics Committee

[...]

Chairman of the Investigation Panel

Enclosures:

- *[Case file]*



1 / FREQUENTLY ASKED QUESTIONS

WHAT IS A CONFLICT OF INTERESTS?

WHAT ARE MY OBLIGATIONS?

WHO IS REQUIRED TO COMPLETE AND SUBMIT THE DISCLOSURE OF INTEREST FORM?

WHAT IF I DO NOT COMPLY WITH THIS OBLIGATION?

WHAT ARE THE POSSIBLE CONSEQUENCES OF A BREACH OF THE FIA CODE OF ETHICS?

WHY IS IT IMPORTANT?

WHAT ARE THE INTERESTS TO BE DISCLOSED?

WHEN SHOULD MY DISCLOSURE FORM BE UPDATED?

WHO SHOULD I CONTACT IN CASE OF TECHNICAL DIFFICULTIES?

WHAT HAPPENS TO MY DISCLOSURE FORM ONCE IT HAS BEEN COMPLETED?

WHO HAS ACCESS TO MY DATA?

IS THIS ELECTRONIC SYSTEM SECURE?

2 / USER GUIDE

STEPS

GENERAL INFORMATION

CLAUSE

POSITION WITHIN THE FIA

PLEASE GIVE DETAILS OF ANY INTEREST THAT MAY DETRACT FROM YOUR ABILITY TO PERFORM YOUR DUTIES TO THE FIA WITH INTEGRITY

DECLARATION

Disclosure of interests form

1/ FREQUENTLY ASKED QUESTIONS

WHAT IS A CONFLICT OF INTERESTS?

Conflicts of interest arise if a member of the FIA elective bodies, an FIA employee, an FIA consultant or an FIA official has, or appears to have, financial or personal interests that may detract her/him from her/his ability to perform her/his duties with integrity and in an independent and diligent manner. Financial or personal interests include gaining any possible advantage for herself/himself, her/his immediate family, or any person with whom she/he has a close professional or private relationship.

WHAT ARE MY OBLIGATIONS?

1. You should **SELF-ASSESS** all your personal, familiar and business interests and identify those who are in conflict or colliding with your FIA duties
2. If you are required to do so, **COMPLETE** and **SUBMIT** your annual Disclosure of Interest Form
3. You should **ABSTAIN** from performing your duties in situations or matters involving an existing or potential conflict of interest

WHO IS REQUIRED TO COMPLETE AND SUBMIT THE DISCLOSURE OF INTEREST FORM?

As per Art. 2.2.4 of the FIA Code of Ethics, the following individuals must submit **EVERY YEAR** an updated

DISCLOSURE OF INTEREST FORM:

1. Members of the FIA elective bodies specified in the Appendix below
2. FIA employees
3. FIA consultants
4. FIA officials appointed for an FIA Championship (stewards, race director, clerk of the course, scrutineers, technical delegates and secretary of the event)

WHAT IF I DO NOT COMPLY WITH THIS OBLIGATION?

Failure to submit your complete and accurate Declaration of Interest Form may (i) affect your ability to perform your FIA duties and (ii) constitutes a breach of the FIA Code of Ethics.

WHAT ARE THE POSSIBLE CONSEQUENCES OF A BREACH OF THE FIA CODE OF ETHICS?

A breach of the FIA Code of Ethics can entail the initiation of disciplinary proceedings before the FIA International Tribunal.

WHY IS IT IMPORTANT?

Undisclosed or improperly managed conflicts of interest are harmful for your reputation and consequently for the reputation of the FIA.

Moreover, any decision you take in a situation of conflict of interest is a weak decision, because it can be disputed or actioned and its effectiveness may be hampered.

WHAT ARE THE INTERESTS TO BE DISCLOSED?

Any relationships or matters that may affect, or might be perceived as affecting, your independence carrying out your obligations for the FIA. In case of doubt with regard to the nature of an interest, please disclose it on the form. The non-disclosure of an interest shall constitute a breach of the Code of Ethics, whereas there are no consequences to declaring an interest which, in actual fact, is not one. Please note that the Secretariat of the Ethics Committee is not entitled to provide advice as to the interests which should be disclosed.

WHEN SHOULD MY DISCLOSURE FORM BE UPDATED?

The FIA Parties have the **ongoing obligation to update** their form each time their circumstances change. Using your login and password, reconnect to your form and click on **“Renew with update”** button (see below). Failure to update such information in a timely manner or to provide complete information constitutes **a breach of the FIA Code of Ethics**.

WHO SHOULD I CONTACT IN CASE OF TECHNICAL DIFFICULTIES?

Do not hesitate to contact the helpdesk: helpdesk@fia.com.

WHAT HAPPENS TO MY DISCLOSURE FORM ONCE IT HAS BEEN COMPLETED?

The FIA has agreed to establish and maintain a Register of interests for all FIA Parties. It is the responsibility of the FIA Legal Department to maintain the Register for the purposes of the FIA Code of

Ethics / Ethics Committee. The completed Register will be retained by the Compliance Officer (acting as Secretariat of the Ethics Committee) for a limited period. **The FIA Disclosure of Interests Form is not a substitute for declaring an interest at meetings.**

WHO HAS ACCESS TO MY DATA?

The 6 members of the Ethics Committee and the Compliance Officer (in his capacity of Secretariat of the Ethics Committee) only. Of course, you can access and process your data at any time.

IS THIS ELECTRONIC SYSTEM SECURE?

In order to protect your data, the system used by the FIA is highly secure and segregated.

2/ USER GUIDE

Please go to: <https://disclosureform.fia.com>

STEP 1: IDENTIFY YOURSELF

- **To obtain a password:** create an account by clicking on the first link proposed.
 - a 1st email including **a link to be activated** will be sent to you within 5 minutes.
 - a 2nd email containing **the login and password** to be used is then sent to you, also within 5 minutes.

Your “user name” generally corresponds to your email address.

If you have already accessed a secure FIA platform (e.g. private area of the FIA website), it is the same account. If you are an FIA employee, the account is the same as the one used for Intranet.

- **Forgot password:** click on the second link. **Important:** your email address and your password are inseparable! Keep the latter safe.

STEP 2: OPEN A FORM

- If you are completing a form for the first time, click on **“New disclosure”**
- If you wish to confirm that your form is still valid, click on **“Renew without update”**
- If you wish to update your form, click on **“Renew with update”**

New disclosure

Renew without update

Renew with update

STEP 3: COMPLETE YOUR FORM

Select the language of your choice at any time (either English or French).

If you are interrupted, **save a draft** to keep the fields you have already filled in.

All the fields in red or marked with an asterisk are mandatory.

GENERAL INFORMATION

The email address which you will indicate in this section is the one which will be used by the Ethics Committee if necessary. In your interest, choose an email address corresponding to a mailbox that only you are able to consult.

CLAUSE

Do not forget to confirm you have read Article 2.2 of the Code of Ethics by ticking the box. The Code of Ethics is available at www.fia.com.

POSITION WITHIN THE FIA

Select in each menu the answer that better describe your role at the FIA. If necessary, you can add more entities by clicking on

PLEASE GIVE DETAILS OF ANY INTERESTS THAT MAY DETRACT FROM YOUR ABILITY TO PERFORM YOUR DUTIES TO THE FIA WITH INTEGRITY

If you have no interest to declare, tick the relevant box.

Otherwise, complete the fields.

If you have several interests to declare, bring up an additional line by clicking on “+”.

DECLARATION

Before finishing, tick each of the three boxes after reading the corresponding declarations.

Once you have finished, please click on “validate”. A confirmation will be sent to you by email.

To obtain a copy, export a PDF format of your form beforehand.

The FIA Ethics Committee will only contact you if it requires further details.

Do not forget to bring your disclosure form up to date each time your situation changes, using the **“Renew with update”** button.

Thank you.

APPENDIX

You are obliged to disclose your interests through <https://disclosurereform.fia.com> if:

1. You are an FIA employee
2. You are an FIA consultant
3. You are an FIA official appointed for an FIA Championship
4. You hold any position as specified in the table below

If you are a member of any of the following FIA bodies (alphabetical order):

- Anti-Doping Disciplinary Committee (ADC)
- Audit Committee
- Ethics Committee
- FIA Mobility's Programmes Committee (ProCom)
- International Court of Appeal (ICA)
- International Tribunal (IT)
- Nominations Committee
- Senate
- Sport Funding Review Commission
- Therapeutic Use Exemption Committee (TUEC)
- World Council for Automobile Mobility and Tourism (WCAMT)
- World Motor Sport Council (WMSC)

If you are the Chairman or Vice-Chairman of any other FIA body (below a non-exhaustive list given as an indication):

- Action for Environment Task Force
- AIT/FIA Customs Council (CC)
- ASN Development Task Force
- Circuits Commission
- Closed Road Commission
- Cross-Country Rally Commission
- Disability and Accessibility Commission
- Drag Racing Commission
- Drivers' Commission
- Electric and New Energy Championships Commission
- Endurance Commission

- Environment and Sustainability Commission
- FIA Mobility's Policy Commission (MPC)
- FIA Mobility's Services Commission (MSC)
- Formula One Commission
- Formula One Strategy Group
- Founding Members' Club
- Grand Touring Car Commission
- Hill Climb Commission
- Historic Motor Sport Commission
- Homologation Regulations Commission
- International Historical Commission (CHI)
- International Karting Commission (CIK)
- Land Speed Records Commission
- Manufacturers' Commission (and its Sporting Committee)
- Medical Commission
- Off-Road Commission
- Rally Commission
- Region I (Automobile Mobility and Tourism)
- Region II (Automobile Mobility and Tourism)
- Region III (Automobile Mobility and Tourism)
- Region IV (Automobile Mobility and Tourism)
- Safety Commission
- Single-Seater Commission
- Touring Car Commission
- Truck Racing Commission
- Volunteers and Officials Commission
- Women in Motor Sport Commission
- World Rally Championship Commission (WRC)



FEDERATION INTERNATIONALE DE L'AUTOMOBILE

FIA Ethics Committee Disclosure of Interests form

No.	DEC.2017.3032	Year	2017	Status	Submitted	Name	..
-----	---------------	------	------	--------	-----------	------	----

GENERAL INFORMATION

Title	-	First name	.	Last name	.
Email@.....com	Country		Language	English

CLAUSE

Article 2.2 of the FIA Code of Ethics provides that:

"2.2.1 The FIA Parties and Third Parties shall endeavour to avoid any conflict of interest. Conflicts of interest arise if one of the FIA Parties or Third Parties has, or appears to have, financial or personal interests that may detract from his ability to perform his duties with integrity and in an independent and diligent manner.

2.2.1.a Financial or personal interests include gaining any possible advantage for himself, his immediate family, or any person with whom he has a close professional or private relationship. (...)

2.2.2 The FIA Parties and Third Parties may not perform their duties in situations involving an existing or potential conflict of interest. Any such conflict should be immediately disclosed and notified in writing to the organisation for which the FIA Party or Third Party performs his duties.(...)."

Please note that "FIA Parties" are defined by the FIA Statutes and the Code of Ethics as "The FIA and each of its Members, the FIA Administration (employees), the officials and delegates appointed by the FIA within its Championships, the FIA consultants and any persons or organisation belonging in any official capacity whatsoever to the FIA or to one of its Members."

I have read and understood Article 2.2 of the FIA Code of Ethics

POSITION WITHIN THE FIA

	Entity	Function	Date of appointment	FIA Member Club/Organisation which submitted my application or to which I belong
#1	Ethics Committee	Member	01.01.2000	None

PLEASE GIVE DETAILS OF ANY INTERESTS THAT MAY DETRACT FROM YOUR ABILITY TO PERFORM YOUR DUTIES TO THE FIA WITH INTEGRITY

	Details of interest	Date from which the interest commenced	Date interest ceased	Any further information you consider relevant	Status
#1	[.....]	01.01.2000			Unpaid

MORE

Are there any other relationships or matters not disclosed above that might be perceived as affecting your independence carrying out your obligations under FIA?

Yes

.....

DECLARATION

I have read and understood the FIA Code of Ethics available at www.fia.com and certify that the information provided above is, to the best of my knowledge, complete and accurate and fully reflects any existing or potential conflicts of interest as defined in Article 2.2 of the Code.

I also understand that I have a responsibility to update the above information as often as necessary should my circumstances change and to provide the FIA Ethics Committee with any information it may request and that failure to provide disclosure, failure to timely update such information or failure to provide complete and accurate information is a breach of the FIA Code of Ethics and may result in action being taken against me.

I further understand that this disclosure form is not a substitute for declaring an interest at meetings.

DATA PROTECTION

The information given on this form is mandatory. It is data-processed in order to enable the FIA Parties, in the case where duties are performed for the FIA, to declare any private or personal interests that could detract from his/her ability to perform his/her duties with integrity and in an independent and purposeful manner. The recipients of this information are the FIA Ethics Committee and a very limited number of persons belonging to the FIA legal department.

In accordance with the Swiss Federal law on data protection (LPD) of 19 June 1992, you have the right to access or modify your personal information. Should you wish to exercise this right and obtain the details pertaining to you, please contact the FIA Data Protection Officer, dpo@fia.com.





Recommendations for Impartial Elections

RECOMMENDATIONS FOR IMPARTIAL ELECTIONS

In addition to and supplementing what has already been published in the FIA website and in the Election Guidelines, the Ethics Committee recommends that to assist the process of holding impartial, free and fair elections within the FIA, the principles set out below are followed:

- 1.** The highest standards of ethical behaviour are expected at all times from the FIA Parties and those who are likely to become FIA Parties;
- 2.** The personal interests of FIA Parties should not interfere with the proper exercise of official functions of the FIA Parties;
- 3.** Particular care must be exercised by all FIA Parties and those who are likely to be FIA Parties regarding the integrity of any FIA election process;
- 4.** All FIA Parties and those who are likely to become FIA Parties should take all reasonable and necessary steps to ensure the independence of the FIA elected officials and the FIA Administration in all matters relating to FIA elections;
- 5.** The FIA Administration should always act neutrally in all matters relating to any election process within the FIA;
- 6.** All FIA Members should follow their own internal processes before deciding to vote for a candidate.





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