

## **SECTION 3 – CONFLICT OF INTEREST POLICY**

### **Preamble**

- 3.1 This Conflict of Interest Policy identifies the standard of behavior expected of all Canadian Broomball Federation members. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within this policy.
- 3.2 Canadian Broomball Federation members (representative, staff, volunteers, players, officials, coaches, etc) are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the bylaws, policies, rules and regulations of the Canadian Broomball Federation.

### **Application**

- 3.3 This policy applies to all members of the Canadian Broomball Federation and members include athletes, coaches, officials, volunteers, directors, officers and administrators.
- 3.4 Conflict of interest matters arising within the activities or events of clubs, regional or Provincial/Territorial Associations or affiliates of the Canadian Broomball Federation shall be dealt with using the conflict of interest policies and mechanisms of such organizations.

### **Conflict of Interest Policy**

A conflict of interest will be deemed to exist:

- 3.5 When designated representatives place themselves or can be perceived to have placed themselves in a position where they are under any obligation to any person or organization, which might benefit from improper consideration or favour.
- 3.6 When designated representatives seek or are perceived to seek, gain, receive, or benefit financially from preferential treatment in the discharge of their duties and responsibilities to the Canadian Broomball Federation. Such situations include, but are not limited to, the following:
- a. entering into an agreement of contract for the sale or manufacturing of broomball supplies and/or services with any agency which could be construed as an endorsement of or promotion by the Canadian Broomball Federation
  - b. having personal financial dealings with an individual or corporation whose business with the Canadian Broomball Federation involves the designated representative's sphere of responsibilities
  - c. making an investment in any situation in anticipation of the Canadian Broomball Federation taking a material interest therein or which results from knowledge of facts not generally available to the public or in anticipation of actions, which may be taken by the Canadian Broomball Federation in such a situation

- d. advocating or expressing an opinion, either verbally or in writing; which is contrary to the stated policies, decisions or positions of the Canadian Broomball Federation
  - e. behaving in such a manner as to embarrass the Canadian Broomball Federation or to bring the name of the Canadian Broomball Federation into disrepute.
- 3.7 If gifts or favours of any kind are exchanged between a designated representative and any individual or corporation whose relationship with the Canadian Broomball Federation involves the designated representative's sphere of responsibilities.
- 3.8 If designated representatives find themselves in a position of having to determine the allocation of funds to specific projects with which they or a family member could be perceived to be deriving benefit.
- 3.9 If a designated representative finds himself/herself in a position of evaluating and subsequently, voting upon, a sponsorship proposal from a company or corporation for whom the designated representative works or from whom that designated representative receives benefits (e.g., sponsorship).

**NOTE:**

This policy is not intended to prohibit the acceptance or giving of common courtesies associated with accepted business practices, including accepting or giving gifts of nominal value which could not be construed as a bribe or other improper payment. Cash payments in any amount must not be accepted or given as a gift or favour under any circumstances.

This policy is not intended to prohibit the payment of honoraria by the Canadian Broomball Federation to individuals who are entitled, by virtue of services performed or rendered to receive such honoraria.

**Disclosure**

- 3.10 Prior to the appointment, election, recognition or employment of any individual or association, said individual or association shall be provided with the Conflict of Interest Policy and will be expected to declare that he/she or it have no business, commercial, financial, professional, property or similar interest (s) which in his/her or its opinion might be construed as being in actual or potential conflict with the duties and responsibilities or the position offered.
- 3.11 If, prior to appointment, election, recognition or employment, any individual or association discloses interest(s) which may be, or may be perceived to be in conflict with the interests of the Canadian Broomball Federation, the individual or association agrees that an understanding on his/her or its part will be required to correct if found in actual or potential conflict with the duties and responsibilities of the position offered.

### **Administrative Procedures**

- 3.12 If designated representatives are faced with a situation involving an existing or potential conflict of interest, or are in doubt about the application of these policies, the circumstances must be reported immediately. In the case of reported situations of conflict of interest, the contact must make a determination if in fact a conflict of interest does exist. If it is deemed that there is in fact a conflict of interest and/or perceived conflict of interest, a report in writing must be sent to the President.
- 3.13 Where a Canadian Broomball Federation designated representative has failed to disclose a conflict of interest and/or perceived conflict of interest, the President will take the following actions:
- a. Request that the designated representative's actions be justified in writing.
  - b. Discuss the circumstances at the next Canadian Broomball Federation Board meeting or Members meeting (or if circumstances necessitate an immediate decision, convene a Board meeting by conference call).
- 3.14 Based on the decision by the Board or Members, the designated representative will be requested to cease those actions which have brought about the conflict of interest, by the appropriate contact informing the designated representative of the Board or Members decision, and requesting that all conflict of interest actions cease.
- 3.15 Should the designated representative continue those actions or activities that have been deemed to be in conflict of interest of the Canadian Broomball Federation, the designated individual will be removed from his/her position or, in the case of an association, all benefits will be withdrawn. In all cases of conflict of interest or perceived conflict of interest, the Board or Members must be advised of the outcome.

### **Appeal Process**

- 3.16 If the designated representative is removed from his/her position or, in the case of an association, benefits are withdrawn, and the designated representative wishes to appeal the decision, a written request for appeal stating grounds, must be submitted in accordance with the Canadian Broomball Federation Appeal Procedures.