



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: CONFLICT OF INTEREST

POLICY #: 1900

Created: June 6, 2018	Last updated: March 12, 2019	Approved: March 12, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules and regulations that govern how paid employees, members, and participants of the Fort Saskatchewan Ringette Association (FSRA) will conduct themselves in matters relating to real or perceived conflict of interest as well as how the FSRA will make decisions in situations where conflict of interest may exist.

2.0 Scope

This policy applies to any paid employee, member, or participant of the FSRA.

3.0 Terms

Conflict of Interest – A situation where a paid employee, member, or participant of the FSRA has a real, potential, or perceived interest that is incompatible with those of the FSRA. This results in the real or perceived incompatibility between the individual's private interests and his or her duties to the FSRA. This can include, but is not limited to, using FSRA equipment or property for activities not associated with the FSRA, or engaging in any activity in which an individual has a real or perceived advantage because of his or her position in the FSRA.

4.0 Policy

- 4.1 Any individual who wishes to hold a decision-making position, such as an Executive Board member, within the FSRA must declare his or her professional interests and any other potential conflicts of interests prior to being declared eligible for such a position. Failure to do so will result in disciplinary action as described in this policy.
- 4.2 If an individual of the FSRA becomes aware that a real or perceived conflict of interest may exist, he or she must immediately disclose this conflict to the FSRA President or Acting President.
- 4.3 Any individual who suspects that a paid employee, member, or participant of the FSRA is in a position of conflict of interest may report this matter in writing to the FSRA Executive Board. Such a complaint must be signed.



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4.4 Upon receipt of the complaint, the Executive Board will hold a meeting to determine whether or not a conflict of interest exists and what actions should be taken if it does. The alleged individual will be invited to present evidence and speak on his or her behalf, though the meeting will proceed with or without him or her. The individual may choose to waive the meeting, in which case the Executive Board will determine the appropriate actions.

In the event a real or perceived conflict of interest exists, the following consequences can be applied by the Executive Board either individually or in combination:

- Removal or temporary suspension of certain responsibilities or decision-making authority;
- Removal or temporary suspension from a designated position;
- Removal or temporary suspension from certain teams, events, and or activities;
- Expulsion from the FSRA; or
- Other actions that the Executive Board deems appropriate.

4.5 Failure to comply with a consequence decided upon by the Executive Board will result in automatic suspension of involvement with the FSRA until such time as compliance occurs.

4.6 In some cases, the Executive Board may decide that a case of alleged conflict of interest is serious enough to warrant the suspension of designated activities pending a meeting and decision.

4.7 Decisions and transactions involving conflict of interest that have been disclosed by an individual can be considered and acted upon by the Executive Board provided that:

- The nature and extent of the individual's interest has been fully disclosed to the decision making body, and this disclosure has been recorded in the minutes;
- The individual does not participate in discussions on the matter giving rise to the conflict of interest;
- The individual abstains from voting on the proposed decision or transaction;
- The individual is not included in the determination of quorum for the proposed decision or transaction; and
- The decision or transaction is in the best interests of the FSRA.

4.8 Any decision made in accordance with this policy may be appealed in accordance with the Appeals Policy (#1330).