

## PEMBINA RINGETTE ASSOCIATION CONFLICT OF INTEREST POLICY

### Definitions

1. The following terms have these meanings in this Policy:
  - a) “*Club*” – **Pembina Ringette Association**
  - b) “*Conflict of Interest*” – A situation where an individual, or the organization they represent, has a real, potential or perceived direct or indirect interest which is incompatible with the Club’s interests, resulting in a real or seeming incompatibility between one’s private interests and one’s fiduciary duties to the Club.
  - c) “*Individuals*” - All persons directly engaged in decision-making within the Club which includes, but is not limited to, employees, directors, officers, committee members, coaches, officials, managers and administrators.
  - d) “*Non-Pecuniary Interest*” –An interest that an Individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.
  - e) “*Pecuniary Interest*” - An interest that an Individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
  - f) “*Perceived Conflict of Interest*” – A perception by an informed person that a conflict of interest exists or may exist.
  - g) “*Person*” – Any Individual, family member, friend, customer, client, sponsor, colleague, legal person or organization.

### Purpose and Application

2. The purpose of this Policy is to describe how Individuals will conduct themselves in matters relating to real or perceived conflicts of interests, and to clarify how the Club will make decisions in situations where conflicts of interest may exist.
3. This Policy applies to all Individuals as defined in the Definitions section.

### Obligations

4. Individuals will fulfill the requirements of this policy. Individuals **will not**:
  - a) Engage in any business or transaction, or have a financial or other personal interest that conflicts with their official duties with the Club;
  - b) Knowingly place themselves in a position where they are under obligation to any Person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
  - c) In the performance of their official duties, accord preferential treatment to any Person;
  - d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Club, where such information is confidential or is not generally available to the public;
  - e) Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the Club, or in which they have an advantage or appear to have an advantage on the basis of their association with the Club;
  - f) Use Club property, equipment, supplies or services for activities not associated with the performance of official duties with the Club without permission;
  - g) Place themselves in positions where they could, by virtue of being a decision maker within the Club, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
  - h) Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a decision maker within the Club.

### Disclosure of Conflict of Interest

5. At any time that an Individual becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict to the Board of Directors immediately.

### **Reporting a Conflict of Interest**

6. Any Individual or person, who is of the view that another Individual may be in a position of conflict of interest, shall report this matter to the Board of Directors. Such a complaint must be signed and in writing. Anonymous complaints may be accepted upon the sole discretion of the Board of Directors.

### **Resolving Complaints of a Real or Perceived Conflict of Interest**

7. Upon receipt of a complaint, the Board of Directors will determine whether or not a conflict of interest exists provided the alleged Individual has been given notice of and the opportunity to submit evidence and to be heard at such meeting.
8. After hearing the matter, the Board of Directors will determine whether a real or perceived conflict of interest exists and if so what appropriate actions will be imposed.
9. Where the Individual accused of being in a real or perceived conflict of interest acknowledges the facts, he or she may waive the meeting, in which case the Board of Directors will determine the appropriate actions.
10. If the Individual accused of being in a real or perceived conflict of interest chooses not to participate in the meeting, the meeting will proceed in any event.
11. The Board of Directors may apply the following actions singly or in combination for real or perceived conflicts of interest:
  - a) Removal or temporary suspension of certain responsibilities or decision making authority;
  - b) Removal or temporary suspension from a designated position;
  - c) Removal or temporary suspension from certain the Club teams, events and/or activities;
  - d) Expulsion from the Club;
  - e) Other actions as may be considered appropriate for the real or perceived conflict of interest.
12. Failure to comply with an action as determined by the Board of Directors will result in automatic suspension of participation/involvement and/or membership in the Club until such time as compliance occurs.
13. The Board of Directors may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board of Directors.

### **Resolving Conflicts in Decision-making**

14. Decisions or transactions that involve a real or perceived conflict of interest may be considered and decided upon by the Club Board of Directors provided that:
  - a) The nature and extent of the Individual's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
  - b) The Individual does not participate in discussion on the matter giving rise to the conflict of interest;
  - c) The Individual abstains from voting on the proposed decision or transaction;
  - d) The Individual is not included in the determination of quorum for the proposed decision or transaction; and
  - e) The decision or transaction is in the best interests of the Club.

### **The Club Decision-Makers**

15. Individuals wishing to obtain a position as a decision-maker within the Club must declare their professional interests and any potential conflict of interests prior to being declared eligible by the Board of Directors for a position as a decision-maker within the Club.

16. In the event that an Individual neglects to disclose a professional interest or any potential conflicts of interest, this Policy will apply.

**Decision Final and Binding**

17. Any decision of the Board of Directors in accordance with this Policy may be appealed in accordance with the Club's Appeal Policy.

