

## Softball Nova Scotia Conflict of Interest Policy

### Purpose

Definition term individuals refers to the following: executive board members, Staff, coaches, officials, athletes, volunteers

1. Softball NS strives to reduce and eliminate nearly all instances of conflict of interest at the It's organization – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Individuals will conduct themselves in matters relating to conflict of interest and will clarify how Individuals shall make decisions in situations where conflict of interest may exist.
2. This Policy applies to all board members, Staff, coaches, officials, athletes, volunteers.

### Obligations

3. Any real conflict of interest, whether pecuniary or non-pecuniary, between an Individual's personal interest and the interests of Softball NS, shall always be resolved in favour of the governing body.
4. Individuals will not:
  - a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with Softball NS, unless such business, transaction, or other interest is properly disclosed to Softball NS and approved by Softball NS board.
  - 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 preferential treatment.
  - c) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise.
  - d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with Softball NS if such information is confidential or not generally available to the public.
  - e) Engage in any outside activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of Softball NS, or in which they have an advantage or appear to have an advantage on the basis of their association with Softball NS.
  - f) Without the permission of Softball NS, use of Softball NS property, equipment, supplies, or services for activities not associated with the performance of their official duties with the organization.
  - g) Place themselves in positions where they could, by virtue of being an Individual, influence decisions or contracts from which they could derive any direct or indirect benefit.
  - h) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an Individual of influence with Softball NS organization.

#### Disclosure of Conflict of Interest

7. Individuals shall disclose real or perceived conflicts of interest to the Softball NS Board immediately upon becoming aware that a conflict of interest may exist.

8. Individuals shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, staff, officials, volunteer, officers or director.

#### Minimizing Conflicts of Interest in Decision-Making

9. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by an Individual will be considered and decided with the following additional provisions:

- 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 or noted.
- b) The Individual does not participate in discussion on the matter.
- c) The Individual abstains from voting on the decision.

10. For potential conflicts of interest involving employees, the Softball NS Board will determine whether there is there a conflict and, if one exists, the executive will resolve the conflict by ceasing the activity giving rise to the conflict. Softball NS will not restrict staff from accepting other employment contracts or volunteer appointments provided these activities do not diminish the staff ability to perform the work described in the employee's job agreement with the Association or give rise to a conflict of interest.

#### Conflict of Interest Complaints

11. Any person who believes that an Individual may be in a conflict-of-interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the Softball NS office. The Board will as quickly as possible decide appropriate measures to eliminate the conflict.

12. The Softball NS Board decision as to whether or not a conflict of interest exists will be governed by the following procedures:

- a) Copies of any written documents to be considered by the Board will be provided to the Individual who may be in a conflict-of-interest situation
- b) The Individual who may be in a conflict-of-interest situation will be provided an opportunity to address the Softball NS Board orally or if granted such right by the Softball NS Board, in writing
- c) The decision will be by a majority vote of the Softball NS Board

13. If the Individual acknowledges the conflict of interest, the Individual may waive the right to be heard, in which case the Softball NS Board will determine the appropriate sanction.

#### Decision

14. After hearing and/or reviewing the matter, the Softball NS Board will determine whether a conflict of interest exists and, if so, the sanctions to be imposed.

#### Sanctions

15. The Board 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 teams, events and/or activities.

d) Expulsion from the Softball NS organization.

e) Other actions as may be considered appropriate for the real conflict of interest.

16. Any person who believes that an Individual has made a decision that was influenced by real conflict of interest may submit a complaint, in writing, to the Softball NS office to be addressed under the Softball NS Discipline and Complaints Policy.

17. Failure to comply with an action as determined by the Board will result in automatic suspension from Softball NS until compliance occurs.

18. The Board 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.

#### Enforcement

19. Failure to adhere to this Policy may permit discipline in accordance with the Softball NS Discipline and Complaints Policy.