



POLICY TITLE: CONFLICT OF INTEREST

Effective Date: August 30, 2018

PURPOSE

This policy describes how Individuals will conduct themselves in matters relating to real or perceived conflicts of interests, and clarify how SGRA will make decisions in situations where conflicts of interest may exist with regards to Ringette associated activities.

SCOPE

This policy applies to all individuals in the scope of their involvement in the sport of Ringette.

- All Individuals will conduct themselves without conflict of interest.
- All Individuals have a duty to report cases of conflict of interest as specified.
- Conflict of interest reports will be investigated and appropriate actions will be taken where conflict of interest is found.

DEFINITIONS

- a. 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 Ringette Alberta's interests, resulting in a real or seeming incompatibility between one's private interests and one's fiduciary duties to Ringette Alberta.
- b. 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.
- c. 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.
- d. Perceived Conflict of Interest: A perception by an informed person that a conflict of interest exists or may exist.
- e. Person: Any Member, family member, friend, customer, client, sponsor, colleague, legal person or organization.

REQUIREMENTS

Individuals will fulfill the requirements of this policy.

Individuals **will not**:

- Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties as a SGRA Member;
- 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;
- In the performance of their official duties, accord preferential treatment to any person;
- Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with SGRA, where such information is confidential or is not generally available to the public;
- Engage in any outside work, activity, business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of SGRA, or in which they have an advantage or appear to have an advantage on the basis of their association with SGRA;
- Use SGRA property, equipment, supplies or services for activities not associated with the performance of official duties with SGRA without the permission of SGRA;
- Place themselves in positions where they could, by virtue of being a decision maker within SGRA, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- 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 a decision maker within SGRA.

RESPONSIBILITIES

1. SGRA Decision Makers

Members wishing to obtain a position as a decision-maker (Director, Officer, Member or other volunteer position) within SGRA must declare their professional interests and any potential conflict of interests prior to being declared eligible by the membership for a position as a decision-maker within SGRA. In the event that an individual neglects to disclose a professional interest or any potential conflicts of interest, this policy will apply.

2. Disclosure of Conflict of Interest:

At any time an individual becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict to an Executive Member immediately.

3. Reporting a Conflict of Interest:

Any individual or Member who is of the view that another individual may be in a position of conflict of interest shall report this matter to an SGRA Executive Member. Such a complaint must be signed and in writing..

4. Resolving Complaints of a Real or Perceived Conflict of Interest:

Upon receipt of a complaint, the Executive Member will determine whether 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. After hearing the matter, the

Executive Member will determine whether a real or perceived conflict of interest exists and if so what appropriate actions will be imposed:

- 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 Executive Member will determine the appropriate actions; or
- 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.

In accordance with the Discipline Policy, the Executive Member may apply the following actions singly or in combination for real or perceived conflicts of interest:

- 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 SGRA teams, events and/or activities;
- Expulsion from SGRA; and/or
- Other actions as may be considered appropriate for the real or perceived conflict of interest.

The Executive Member 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 Executive Member.

5. Resolving Conflicts in Decision-Making:

Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by a SGRA Member may be considered and decided upon by the SGRA Executive Member provided that:

- The nature and extent of 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;
- The individual does not participate in discussion 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 SGRA.

Any decision of the SGRA membership or Executive Member, in accordance with this policy may be appealed in accordance with the SGRA Appeal policy.

COMPLIANCE AND CONSEQUENCES

Failure to comply with an action as determined by the Executive Member will result in automatic suspension of involvement in SGRA until such time as compliance occurs.