

Policy Section	Change	Policy Version #	Date Approved	Effective Date
All	New Policy	0	2002	2002
All	Policy Revisions	0.1 – 0.7	2003-2011	2003-2011
All	Split Policy into sections 1.0 – 23.0, Appendix A – G	1	2012	2012
All	Spelling, Punctuation	2	N/A	11/03/2017

17.0 CONFLICT OF INTEREST POLICY

17.1 Purpose

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

17.2 Applicability

This Policy applies to all Individuals, in the scope of their involvement in the sport of Ringette.

17.3 Principles

17.3.1 All Individuals will conduct themselves without conflict of interest.

17.3.2 All Individuals have a duty to report cases of conflict of interest as specified in 17.4.2 and 17.4.3.

17.3.3 Conflict of interest reports will be investigated and appropriate actions will be taken where conflict of interest is found.

17.4 Requirements

17.4.1 Individuals will fulfill the requirements of this policy.
Individuals **will not:**

17.4.1.1 Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties as a Ringette Alberta Member;

17.4.1.2 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;

17.4.1.3 In the performance of their official duties, accord preferential treatment to any Person;

17.4.1.4 Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with Ringette Alberta, where such information is

confidential or is not generally available to the public;

- 17.4.1.5 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 Ringette Alberta, or in which they have an advantage or appear to have an advantage on the basis of their association with Ringette Alberta;
- 17.4.1.6 Use Ringette Alberta property, equipment, supplies or services for activities not associated with the performance of official duties with Ringette Alberta without the permission of Ringette Alberta;
- 17.4.1.7 Place themselves in positions where they could, by virtue of being a decision maker within Ringette Alberta, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- 17.4.1.8 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 Ringette Alberta.

17.4.2 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 any member of the Ringette Alberta board immediately.

17.4.3 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 their 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.

17.4.4 Resolving Complaints of a Real or Perceived Conflict of Interest

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. 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.

- 17.4.4.1 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.

17.4.4.2 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.

17.4.5 The Board of Directors 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 Ringette Alberta teams, events and/or activities;
- Expulsion from Ringette Alberta;
- Other actions as may be considered appropriate for the real or perceived conflict of interest.

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.

17.4.6 Resolving Conflicts in Decision-Making

Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by a Ringette Alberta Member may be considered and decided upon by Ringette Alberta Board of Directors provided that:

17.4.6.1 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;

17.4.6.2 The individual does not participate in discussion on the matter giving rise to the conflict of interest;

17.4.6.3 The individual abstains from voting on the proposed decision or transaction;

17.4.6.4 The individual is not included in the determination of quorum for the proposed decision or transaction; and

17.4.6.5 The decision or transaction is in the best interests of Ringette Alberta.

17.4.7 Ringette Alberta Decision Makers

Members wishing to obtain a position as a decision- maker (Director, Officer, employee, Committee Member or other volunteer position) within Ringette Alberta 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 Ringette Alberta.

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

17.4.7 Any decision of the Board of Directors in accordance with this Policy may be appealed in accordance with the Ringette Alberta's Appeal Policy (see 16.0 Appeals Policy).

17.4.8 Compliance and Consequences

Failure to comply with an action as determined by the Board of Directors will result in automatic suspension of involvement in Ringette Alberta until such time as compliance occurs.

17.5 References

Ringette Alberta Directors Guide and Agreement
16.0 Appeals Policy
Appendix E – Conflict of Interest Declaration Form

17.6 Definitions

The following terms have these meanings in this Policy:

- 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.

