

## CONFLICT OF INTEREST POLICY

### 1. Purpose

This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest, and will clarify how Representatives shall make decisions in situations where conflict of interest may exist. This Policy applies to all Representatives.

### 2. Definitions

The following terms have these meanings in this Policy:

- a) *“Conflict of Interest”* – Any situation in which a Representative’s decision-making, which should always be in the best interests of Ringette Canada, is influenced or could be influenced by personal, family, financial, business, or other private interests.
- 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) *“Representatives”* – Individuals employed by, or engaged in activities on behalf of, Ringette Canada including, but not limited to: coaches, staff members, contract personnel, volunteers, managers, administrators, committee members and Directors of Ringette Canada.

### 3. Background

Individuals who act on behalf of an organization have a duty to put the interests of the organization ahead of their personal interests in the performance of their role in the organization.. For example, in not-for-profit organizations, board members are required, by law, to act as a trustee (in good faith, or in trust) of the organization.

### 4. Obligations

Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative’s personal interest and the interests of Ringette Canada, shall always be resolved in favour of Ringette Canada.

Therefore, Representatives 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 Ringette Canada, unless such business, transaction, or other interest is properly disclosed to Ringette Canada and approved by Ringette Canada.
- 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 Ringette Canada, if such information is confidential or 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 Ringette Canada, or in which they have an advantage or appear to have an advantage on the basis of their association with Ringette Canada.
- f) Without the permission of Ringette Canada, use Ringette Canada property, equipment, supplies, or services for activities not associated with the performance of their official duties with Ringette Canada.
- g) Place themselves in positions where they could, by virtue of being a Ringette Canada Representative, 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 Ringette Canada Representative.

## **5. Disclosure of Conflict of Interest**

- 5.1 On an annual basis, all Ringette Canada Board Directors and candidates for election to the Board, employees, and committee members will complete a **Declaration Form (Appendix A)** disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained in Ringette Canada's shared Governance Folder for one year..
- 5.2 Representatives shall disclose real or perceived conflicts of interest to the Ringette Canada Board immediately upon becoming aware that a conflict of interest may exist.
- 5.3 Representatives shall also disclose any and all affiliations with any and all other ringette organizations.

## **6. Minimizing Conflicts of Interest in Decision-Making**

- 6.1 Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a Ringette Canada Representative will be considered and decided with the following additional provisions:
- 6.1a The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
  - 6.1b The Representative does not participate in discussion on the matter
  - 6.1c The Representative abstains from voting on the decision
  - 6.1d For Board decisions, the Representative does not count toward quorum
  - 6.1e The decision is confirmed to be in the best interests of Ringette Canada
- 6.2 For potential conflicts of interest involving employees, the Ringette Canada Executive Director will determine whether there is a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. Ringette Canada will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not give rise to a conflict and do not diminish the employee's ability to perform the work described in the employee's Ringette Canada employment agreement.

## **7. Conflict of Interest Complaints**

- 7.1 Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board of Directors), to the Ringette Canada Board President who will determine appropriate measures to eliminate the conflict. The Board of Directors may apply the following actions singly or in combination for real or perceived conflicts of interest:
- 7.1a Removal or temporary suspension of certain responsibilities or decision-making authority
  - 7.1b Removal or temporary suspension from a designated position
  - 7.1c Removal or temporary suspension from certain Ringette Canada teams, events and/or activities
  - 7.1d Expulsion from Ringette Canada
  - 7.1e Other actions as may be considered appropriate for the real or perceived conflict of interest
- 7.2 Any person who believes that a Representative has participated in a decision that involved a real or perceived conflict of interest may submit a complaint, in writing, to Ringette Canada's President.
- 7.3 Failure to comply with an action as determined by the Board of Directors will result in automatic suspension from Ringette Canada until compliance occurs.



7.4 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.

This Policy is subject to review at least once every three years

**Date of last review: August 2023**

*The publication of Ringette Canada policies will be in the English and French languages. In the case of conflicting interpretations, the English version will prevail.*

