



CONFLICT OF INTEREST POLICY

Definitions

1. The following terms have these meanings in this Policy:

- a) "Conflict of Interest" – An incompatibility between one's private interests and one's duties as a trustee of the organization
- b) "Perceived Conflict of Interest" – A reasonable perception by an informed person that a conflict of interest situation exists or may exist
- c) "Person" – Any family member, friend, customer, client, sponsor, colleague, legal person or organization.
- d) "Stakeholder" – Individuals employed by, or engaged in activities on behalf of the Camrose Sea Serpents, the ASSA, Swim Alberta and/or Swimming Canada including: coaches, staff members, contract personnel, volunteers, managers, administrators, committee members, other individuals who are decision-makers with the Camrose Sea Serpents, the ASSA, Swim Alberta and/or Swimming Canada and directors and officers of the Camrose Sea Serpents, the ASSA, Swim Alberta and/or Swimming Canada

Background

2. Individuals who act on behalf of an organization have a duty to that organization. For example, board members are required, by law, to act as a trustee (in good faith, or in trust) of the organization. Board members, and other Stakeholders, must not put themselves in positions where making a decision on behalf of the organization is connected to their own personal interests. That would be a conflict of interest situation.

3. There are two types of interest – pecuniary interest and non-pecuniary interest. Pecuniary interest relates to the reasonable likelihood or expectation of financial gain or loss for the stakeholder or for another person with whom the stakeholder is associated. Non-pecuniary interest involves family relationships, friendships, or other interests that are not related to the potential for financial gain or loss.

Purpose

4. The Camrose Sea Serpents strive to reduce and eliminate nearly all instances of conflict of interest within the club – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Stakeholders will conduct themselves in matters relating to conflict of interest, and will clarify how Stakeholders shall make decisions in situations where conflict of interest may exist.

5. This Policy applies to all Stakeholders.

Obligations

6. Any conflict of interest, whether real, perceived, pecuniary or non-pecuniary, between a Stakeholder's personal interest and the interests of the Camrose Sea Serpents, shall always be resolved in favour of the Camrose Sea Serpents.

7. Stakeholders 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 the Camrose Sea Serpents, unless such business, transaction, or other interest is properly disclosed to the Camrose Sea Serpents and approved by the Camrose Sea Serpents.
- 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 any Person
- d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Camrose Sea Serpents, if such information is confidential or not generally available to the public
- e) Without the permission of the Camrose Sea Serpents, use the Camrose Sea Serpents property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Camrose Sea Serpents
- f) Place themselves in positions where they could, by virtue of being a Camrose Sea Serpents Stakeholder, influence decisions or contracts from which they could derive any direct or indirect benefit
- g) 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 Camrose Sea Serpents Stakeholder

Disclosure of Conflict of Interest

8. Stakeholders will complete the Conflict of Disclosure Form annually or upon the discovery of a real or potential conflict of interest.

9. Stakeholders shall disclose conflicts of interest to the Camrose Sea Serpents immediately upon:

- a) Becoming aware that a conflict of interest exists
- b) For those who are nominated for election, prior to the elections
- c) Appointment to a committee

Minimizing Conflicts of Interest in Decision-Making

10. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a Camrose Sea Serpents Stakeholder will be considered and decided with the following additional provisions:

- a) The nature and extent of the Stakeholder'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 Stakeholder does not participate in discussion on the matter

- c) The Stakeholder abstains from voting on the decision
- d) For board-level decisions, the Stakeholder does not count toward quorum
- e) The decision is confirmed to be in the best interests of the Camrose Sea Serpents

Conflict of Interest Complaints

11. Any person who believes that a Stakeholder may be in a conflict of interest situation should report the matter, in writing, to the Camrose Sea Serpents Board of Directors.

Resolving Complaints

12. Upon receipt of a complaint, the Camrose Sea Serpents will determine whether or not a conflict of interest exists provided the alleged Stakeholder has been given notice of and the opportunity to submit evidence and to be heard at such meeting.

13. After hearing the matter, the Camrose Sea Serpents will determine whether a conflict of interest exists and if so what appropriate actions will be imposed.

14. Where the Stakeholder accused of being in a conflict of interest acknowledges the facts, he or she may waive the meeting, in which case the Camrose Sea Serpents will determine the appropriate actions.

15. The Camrose Sea Serpents 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 Camrose Sea Serpents;
- e) Implement further discipline in accordance with Camrose Sea Serpents Discipline and Complaints Policy;
- f) Other actions may be considered appropriate for the conflict of interest.

16. Failure to comply with an action as determined by the Camrose Sea Serpents will result in automatic suspension from the Camrose Sea Serpents until such time as compliance occurs.

17. The Camrose Sea Serpents may determine that a conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Camrose Sea Serpents.

Decision Final and Binding

18. Any decision of the Camrose Sea Serpents in accordance with this Policy may be appealed in accordance with the Swim Alberta's Appeal Policy to the Alberta Summer Swimming Association Board of Directors.



DECLARATION REGARDING CONFLICT OF INTEREST

I have read the Camrose Sea Serpents Conflict of Interest Policy,

I agree to be bound by the obligations contained therein, and I commit to avoid any real or perceived conflict of interest. I also commit to disclosing the existence of any real or perceived conflict of interest to the Board of Directors, as soon as it is known to me. I declare the following interests which may represent a potential conflicting interest:

Name

Signature

Date