

SPORT FOR LIFE SOCIETY POLICY

POLICY TITLE: CONFLICT OF INTEREST	
Date Created: August 15, 2014	Number of Pages: 6
Date of Last Approval: October 31, 2023	

POLICY STATEMENT

The aim of this policy is to provide a standard of behaviour that prevents exploitation of conflict of interest situations.

Sport for Life Representatives have the obligation to avoid ethical, legal, financial, or other conflicts of interest and to ensure that their activities and interests do not conflict with their obligations to the Sport for Life Society or its welfare. This policy cannot contemplate all situations in which conflicts of interest may arise. Individuals are to use their best judgement to ensure that they deal with actual and potential conflicts of interest appropriately. It is equally important to monitor perceptions of conflict of interest which could damage Sport for Life's reputation.

1. DEFINITIONS

- 1.1. "Conflict of Interest" – Any situation in which an individual or an organization representing Sport for Life Society decision making, which should always be in the best interest of Sport for Life, is influenced or could be influenced by competing personal, family, financial, business or other private interests.
- 1.2. "Nepotism" – favoritism (as in appointment to a job or work) based on kinship.
- 1.3. "Sport for Life Representatives" – Any individual employed by, or engaged in activities on behalf of, Sport for Life Society including: employees, contractors, volunteers, researchers, academics, Directors of the Board, Members, committee members, and administrators.

2. APPLICATION

- 2.1. This policy shall apply to Sport for Life representatives who, at any given time, are granted the authority to make decisions on behalf of Sport for Life.

3. PRINCIPLES

- 3.1. Sport for Life Society is committed to providing a work and sport environment that is characterized by honesty, excellence, fairness, integrity, open communications and mutual respect.

- 3.2. Sport for Life Society believes that these values and ideals should guide all our communications, actions and decision making.

4. PROVISIONS

- 4.1. Sport for Life Society representatives shall not:
- i. Engage in any business or transaction or have a financial or other personal interest which is incompatible with the discharge of their duties and obligations, unless such business, transaction, or other interest is properly disclosed to Sport for Life and approved by the Board of Directors;
 - ii. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or favour on their part or who might seek, in any way, preferential treatment;
 - iii. Knowingly place themselves in a position where they could be influenced in a decision by personal, family, financial, business or other interests;
 - iv. Accord, in the performance of their duties and obligations, preferential treatment to relatives or friends or to organizations in which they or their relatives or friends have an interest, financial or otherwise;
 - v. Benefit from the use of information acquired during the course of their official duties, which is generally not available to the public;
 - vi. Engage in any outside work, activity, or business undertaking:
 - a. that conflicts or appears to conflict with their duties as a Sport for Life Society representative;
 - b. in which they have an advantage or appear to have an advantage derived from their association with the Sport for Life Society; or
 - c. in a professional capacity that will or might appear to influence or affect carrying out of their duties as a Sport for Life Representative;
 - vii. Use Sport for Life Society property, equipment, supplies, or services of consequence for activities not associated with the discharge of official duties;
 - viii. Place themselves in positions where they could, influence decisions or contracts from which they could derive any direct or indirect benefit; or
 - ix. Accept any gift or favour that could reasonably be construed as being given in anticipation of, or in recognition for, or grant any special consideration by the Sport for Life Society.
- 4.2. Disclosure of conflict of interest shall be made in the following ways:
- i. On an annual basis, all directors, officers, employees, and committee members will complete a Declaration Form in order to disclose any and all affiliations with any and all other organizations involved with Sport for Life. Individuals shall also disclose any and all affiliations with consultants, suppliers, service providers or other third parties that are or may potentially enter into business relationships with Sport for Life.
 - ii. A formal declaration form (Appendix 1) will be distributed to all Sport for Life Representatives as part of their orientation to the organization. Instructions will also be given in their orientation about how and when to complete the formal declaration;

- iii. For those who are nominated for election, they will disclose prior to the election their potential conflict of interest;
 - iv. At each meeting of a Committee or Board, each member shall make verbal disclosure of their interests, to be recorded and submitted to the Board of Directors;
 - v. In addition to the foregoing, whenever a Sport for Life Society representative considers that they could be, or could potentially be, in a conflict of interest as defined within this policy or otherwise, they shall disclose this conflict to either the Committee (if during a committee meeting), or the Board of Directors, or submit a formal declaration form (Appendix 1);
 - vi. Any Sport for Life Representative who feels that another Sport for Life Representative is in a conflict of interest can raise the matter with either the Committee (if during a committee meeting) or the Board of Directors or submit a formal declaration form (Appendix 1);
 - vii. If a Sport for Life Society representative is in doubt as to whether or not a conflict of interest situation exists, they should provide disclosure to the CEO or Board of Directors by submitting a formal declaration form (Appendix 1).
- 4.3. Following disclosure of conflict of interest which could affect the carrying out of duties, or where the personal interest is sufficient to appear to influence the objective exercise of their official duties such individual will withdraw from all situations where the conflict exists. When in doubt, the Board of Directors will make the final determination as to the course of action. The decision will be made by a majority vote.
- 4.4. Following disclosure of a conflict of interest with respect to a particular decision, the following principles shall apply:
- i. The individual in conflict of interest may not participate in discussion of this decision as an advocate on their own behalf, either formally at the meeting or informally through private contact, communication, and discussion, unless such participation is approved by a unanimous vote of the Directors;
 - ii. Except where participation in discussion has been properly approved as per Section 5.1, the Sport for Life Society representative shall not be present at that portion of a meeting when matters in which they have an interest are considered; and
 - iii. The individual in a conflict of interest shall not participate in any vote on the matter.
- 4.5. Where a Sport for Life Representative has failed to disclose a conflict of interest, the CEO will take the following actions:
- i. Request that the Sport for Life Society representative's actions be justified in writing; and
 - ii. Discuss the circumstances at the next Board meeting (or if circumstances necessitate, convene a Board meeting by conference call).

- 4.6. Documentation relating to conflict of interest situations shall be recorded in the Minutes of the Board of Directors and all Committees of the Sport for Life Society.
- 4.7. In situations where an inflexible application of a policy would produce an excessive result, it is expected the policy will be tempered by appropriate discretion by the Board.
- 4.8. When the Board of Directors determines that exploitation of a conflict of interest has occurred, the Board of Directors will make it public.
- 4.9. Sport for Life will not restrict employees from accepting other employment, contracts or volunteer appointments during their term of their employment, provided that the employment, contract or volunteer appointments do not diminish the employee's ability to perform the work contemplated in their employment agreement. Any determination as to whether there is a conflict of interest will rest solely with the CEO, with the exception of the CEO role, which is determined by the Board of Directors.

5. Appeals

- 5.1. If the Sport for Life Representative is removed from their position and the Sport for Life Representative wishes to appeal the decision, a written request for Appeal stating grounds, must be submitted in accordance with the Sport for Life Society Appeal Procedure.

6. Decision

Based on the decision of the Board, the Sport for Life Representative may be requested to cease those actions that brought about the conflict of interest or withdraw from those Sport for Life Society activities that cause a conflict of interest. Should the Sport for Life Society representative continue those actions or activities that have been deemed to be in conflict with the interests of Sport for Life Society, the Sport for Life Representative will be removed from their position.

APPENDIX 1**Page 1 of 2****Declaration of Conflict of Interest****Part A – Declaration of Interest**

To: CEO and/or Board of Directors

Declaration of Interest (check appropriate declaration)

- I understand that if I have any direct or indirect personal interest which is sufficient to appear to influence the objective exercise of my official duties that I must withdraw from all situations where the conflict exists.

OR

- I am aware of a situation which I believe to be a conflict of interest, and I feel that it needs to be brought forward. (Please include name of the individual who you are referencing to be in a conflict of interest)

As such, I would like to declare the following existing/potential* conflict of interest situation:

(a) Briefly describe the situation:

(b) Brief description of my duties which are tied to the existing/potential* conflict of interest:

Position and Name: _____

Signature: _____

Date: _____

*(*Circle or delete as appropriate)*

Part B – Record of Resolution of the CEO and/or Board of Directors Action**Step 1 – CEO Action**

1. CEO agrees that this situation is a conflict of interest. Yes OR No
2. CEO needs to elevate this to a Board of Directors Resolution. Yes OR No (if Yes, proceed to Step 2, if No continue this checklist)
3. Individual in conflict can abstain from decisions/roles that perpetuate the conflict. Yes OR No (if Yes, then place this document in their personnel file and a copy goes to the Finance & Audit Committee as part of the Risk Register. If No, proceed to Step 2)

List any other actions taken, including specific discussions with the individual(s)

Step 2 – Board of Directors Action

With respect to the above declaration, the Board of Directors passed the following resolution:

- *(name of the person making the declaration)* should refrain from performing or getting involved in performing the work/duty, as described in Part A, which may give rise to a conflict.
- *(name of the person making the declaration)* may continue to handle the work/duty as described in Part A, provided that there is no change in the information declared above.
- Others (please specify)
