

POLICY

DC-POL-09-CONFLICT OF INTEREST POLICY	
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Approved By: Board of Directors	
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DEFINITIONS

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

a) “Association” – Dodgeball Canada

b) “Individuals” – All categories of membership defined in Dodgeball Canada’s Bylaws, as well as all individuals engaged in activities with Dodgeball Canada including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of Dodgeball Canada

BACKGROUND

2. Members of Dodgeball Canada’s board of directors and staff are expected to operate according to high ethical standards. This includes recognizing that conflicts of interest exist, have the potential to inhibit the wisdom impartiality of particular decisions, and possibly damage the organization’s reputation. Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the Association.

Conflicts of interest exist where a person:

a) Has, or is perceived to have, a personal, family or business interest that might benefit from a decision in which they are involved in making, or is able to influence those making it.

b) Is involved with a competing or sister organization that may result in a divided loyalty in the context of making a decision.

Voting for or against, or arguing for or against, a particular outcome may influence a decision. Limiting the options being considered may also influence it. We recognize that not all conflicts of interest are rooted in financial benefit.

Conflicts of interest are unavoidable and should not prevent an individual from serving as a director or as staff member unless the extent of the interest is so significant that the potential for undue influence is present in a large number of situations.

PURPOSE

3. The purpose of this Policy is to describe how Members will conduct themselves in matters relating to real or perceived conflicts of interests, and to clarify how Dodgeball Canada will make decisions in situations where conflicts of interest may exist.

4. This Policy applies to all Individuals as defined in the Definitions section.

OBLIGATION

5. Individuals 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 Dodgeball Canada (DC), unless such business, transaction, or other interest is properly disclosed to the Association and approved by the Association.

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 the Association, 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 the Association, or in which they have an advantage or appear to have an advantage on the basis of their association with the Association.

f) Without the permission of the Association, use the Association's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Association.

g) Place themselves in positions where they could, by virtue of being an Association Individual, 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 Association Individual.

PROCEDURE FOR HANDLING CONFLICTS OF INTEREST

6. Disclosure: Members of the board and staff have a duty to disclose any personal, family, or business interests or other community involvement, that may, in the eyes of another person, influence their judgment. Directors shall disclose conflicts of interest to the board; the executive director to the board, and staff members to the executive director.

Board members are expected to disclose potential conflicts, if anticipated, prior to their nomination or election. Otherwise they are obliged to disclose them when the circumstances arise. They should be disclosed to the board chair or to the whole board.

The board itself may want to disclose specific director conflicts of interest to members, staff, funders and external stakeholders where that interest may, in their judgement, affect the reputation or credibility of the organization. Such disclosure may be made in a formal and confidential communication.

7. Determination of Conflict: The board or executive director should assess the presence of a conflict of interest, or the perception of one, and determine what actions, if any, are appropriate to address the situation.

8. Stepping Out: Board members and staff have a duty to exempt themselves from participating in any discussion and voting on matters where they have, or may be perceived as having a conflict of interest. In some circumstances they may be asked to step out.

Minutes of board or meetings should reflect when a board member discloses that they have a conflict of interest and how the conflict was managed. Normally this will involve a discussion on

the matter without the board member in the room, which should be recorded in the minutes, and a vote, where the interested board member, if they have returned, abstained. Staff conflicts should be similarly managed.

9. Dodgeball Canada shall operate in a manner consistent with non-profit purposes and shall not engage in activities that may jeopardize its tax-exempt status. The governing board or committee shall conduct periodic reviews to include such issues as whether transactions and agreements present potential conflicts of interest. The reviews shall also inquire about partnerships, joint ventures and other arrangements, and whether those arrangements conform to Dodgeball Canada's written policies, including whether those arrangements are properly recorded and reflect reasonable investments or payments for goods or services.

10. The governing board or committee may use outside experts when conducting periodic reviews on conflicts of interest. When experts are used, their use does not replace the board's responsibility for conducting future periodic reviews.

CONFLICT OF INTEREST COMPLAINTS

11. Any person who believes that an Individual may be in a conflict of interest situation should report the matter in writing (or verbally if during a meeting of the Board or any committee), to DC's Board who will as quickly as possible decide appropriate measures to eliminate the conflict.

DC's Board decision as to whether or not a conflict of interest exists will be governed by the following procedures:

- a) Copies of any written documents to be considered by the Board will be provided to the Individual who may be in a conflict of interest situation.
- b) The Individual who may be in a conflict of interest situation will be provided an opportunity to address the Board orally or if granted such right by the Board, in writing.
- c) The decision will be by a majority vote of the Board.

If the Individual acknowledges the conflict of interest, the Individual may waive the right to be heard, in which case the Board will determine the appropriate sanction.

SANCTIONS

12. The Board 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 Association.
- e) Other actions may be considered appropriate for the real or perceived conflict of interest.