



Bowls Alberta



Conflict of Interest Policy

Policy Statement

The Bowls Alberta Association, known as Bowls Alberta (**BA**), is committed to the values of ethical conduct, integrity and honesty. Good governance requires an avoidance of conflict of interest, and the regulation of conflict of interest is necessary to promote good governance practices.

Purpose

In our sport, the possibility of a director and committee member holding roles that overlap within the lawn bowls community is high. All directors are members of one or more clubs, and periodically it occurs that a director is a board member at the club level as well. The directors also fulfill roles of umpires, learning facilitators, coaches and umpires.

The purpose of this policy is to describe how all individuals involved in the BA shall conduct themselves in matters relating to real or perceived conflicts of interest as they fulfill their roles, and to clarify how the BA will make decisions in situations where conflicts of interest may exist.

Definition

A conflict of interest is a situation where an individual, or the organization he or she represents or has an interest in, has a real, potential or perceived, direct or indirect competing interest with the BA's activities. This competing interest may result in the individual, or entities in which they have an interest, being able to benefit from the situation or in the BA not being able to achieve a result which would be in the best interest of the BA.

Conflicts of interest include both financial and non-financial interests. A financial interest may be 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. A non-financial interest may include family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.

Application

This policy applies to directors, officers, committee members, program volunteers and other volunteers who are involved in decision-making or decision-influencing roles within the BA, hereafter referred to as Representatives of the BA.

1. Statutory Obligations

The BA is incorporated under the Alberta Societies Act and is governed by the Act in matters involving a real or perceived conflict between the personal interests of a director or officer and the broader interests of the corporation.

Under the Act, any real or perceived conflict, whether financial or other personal interest, between a director's or officer's interest and the interests of the BA must always be resolved in favour of the BA. These statutory obligations continue under the Alberta Societies Act.

2. Additional Obligations

In addition to fulfilling all requirements of the Alberta Societies Act or its successor, the BA and its Representatives will also fulfill the additional requirements of this policy. Representatives of the BA shall 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 BA, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
- 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, in any way, preferential treatment;
- c. In the performance of their official duties, give preferential treatment to family members, friends or colleagues, or to 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 while fulfilling their official duties with the BA, where such information is confidential or is 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 BA, or in which they have an advantage or appear to have an advantage based on their association with the BA;
- f. Use the BA's property, equipment, supplies or services for activities not associated with the performance of official duties with the BA;
- g. Place themselves in positions where they could, by being a Representative of the BA, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or 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 Representative of the BA.

3. Disclosure of Conflict of Interest

- a. At the first Board of Directors meeting after the AGM all directors, officers, committee members, program volunteers and other volunteers who are involved in decision-making or decision-influencing roles will complete a *Conflict of Interest Form* in which they disclose any real or perceived conflicts that they might have.
- b. *Disclosure of Conflict of Interests* will be an item on all Board or Meeting agendas.
- c. At any time that a Representative of the BA becomes aware that there may exist a real or perceived conflict of interest, they shall immediately disclose this conflict to the Executive Director of the BA.
- d. Any person who is of the view that a Representative of the BA may be in a position of conflict of interest may report this matter to the Executive Director of the BA.

4. Resolving Conflicts in Decision-making

Decisions or transactions that involve a real or perceived conflict of interest, that have been reported or disclosed by a Representative of BA, may be considered and decided upon by the BA Board of Directors if:

- a. The nature and extent of the BA Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
- b. The BA Representative does not participate in discussion on the matter giving rise to the conflict of interest;
- c. The BA Representative abstains from voting on the proposed decision or transaction;
- d. The BA Representative is not included in the determination of quorum for the proposed decision or transaction; and
- e. The decision or transaction is in the best interests of BA.

5. Enforcement

The Board of Directors 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 BA teams, events and/or activities;
- d. Other actions as may be considered appropriate for the real or perceived conflict of interest.

* This policy was loosely drafted after the same policy from Bowls Canada Boulingrin. If issues arise that are not clearly dealt with in this policy the BA Board of Directors will use BCB's same policy to further give direction.