



Bowls Alberta



Conflict of Interest Policy

Policy Statement

1. Bowls Alberta strives to reduce and eliminate instances of conflict of interest by being aware, prudent, and forthcoming about potential conflicts. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of Bowls Alberta is connected to their own personal interests. That would be a conflict-of-interest situation. 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.

Definitions

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

“Representatives” – Individuals employed by, or engaged in activities on behalf of BA including coaches, officials, staff members, contract personnel, volunteers, managers, committee members, and Directors BA

“Conflict of Interest” – any 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.

“Financial and Non-financial Interests” - conflicts of interest include both financial and non-financial interests also referred to as pecuniary and non-pecuniary interests. A financial, pecuniary 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, non-pecuniary interest may include family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.

Statutory Obligations

3. The Association of Bowls Alberta 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 and the broader interests of the association. Under the Act, any real or perceived conflict, whether financial or other personal interest, between a director’s interest and the interests of the BA must always be resolved in favor of the BA. These statutory obligations continue under the Alberta Societies Act.

Additional Obligations

4. Representatives of Bowls Alberta (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 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 any other organizations/businesses 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 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 BA representative, or in which they have an advantage or appear to have an advantage based on their association with BA;
- f. Without the permission of BA, use BA's property, equipment, supplies or services for activities not associated with the performance of official BA duties;
- g. Place themselves in positions where they could, by being a BA Representative, influence decisions or contracts from which they could derive any direct or indirect benefit or interest;
- 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 a BA Representative.

Disclosure of Conflict of Interest

5. On an annual basis, all directors, committee members, and staff who are involved in decision-making or decision-influencing roles will complete a complete a *Declaration Form* (Appendix A) disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by the Association. In addition:

- a. *Disclosure of Conflict of Interests* will be an item on all Board or Meeting agendas.
- b. At any other time, outside meetings, that a BA Representative becomes aware that there may exist a real or perceived conflict of interest, they shall immediately disclose this conflict to the BA President or the Executive Director.
- c. Any person who is of the view that a BA Representative may be in a position of conflict of interest may report this matter to the BA President or the Executive Director.

Minimizing Conflicts-of-Interest in Decision-making

6. Decisions or transactions that involve a conflict of interest, that have been proactively disclosed by a BA Representative, will be considered, and decided with the following additional provisions:

- a. 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 in the minutes;
- b. The Representative does not participate in discussion on the matter;
- c. The Representative abstains from voting on the decision;
- d. For Board level decisions, the Representative does not count toward quorum; and
- e. The decision is confirmed to be in the best interests of BA.

7. For potential conflicts of interest involving employees, BA's Board 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. BA will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's

ability to perform the work described in the employee's job agreement with BA or give rise to a conflict of interest.

Conflict of Interest Complaints

8. 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 board or committee meeting), to BA's Board who will decide appropriate measures to eliminate the conflict.

9. Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to BA to be addressed under BA's *Discipline and Complaints Policy*.

Enforcement

10. 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 teams, events and/or activities;
- d. Expulsion from BA
- e. Other actions as may be considered appropriate for the real or perceived conflict of interest.

11. Failure to comply with an action as determined by the Board will result in automatic suspension from BA until compliance occurs.

12. The Board 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.

13. Failure to adhere to this Policy may permit discipline in accordance with BA's *Discipline and Complaints Policy*.