

ORIENTEERING BC

Policy Name CONFLICT OF INTEREST POLICY		Date of Approval	Activation Date
<i>Approved By</i> Board of Directors	<i>Linking To</i> 1		<i>Replacing Previous Version</i> September 2018
<i>Review Cycle (example)</i> Reviewed annually by the Board of Directors			

Policy

Orienteering BC (OBC) requires that Directors, committee members, appointed volunteers, employees and contractors avoid or manage any potential, perceived or real conflict between the interests of the association and the individual's personal, professional, and business interests.

This policy is to protect the integrity of the OBC decision-making process, and to protect the integrity and reputations of appointees, volunteers, contractors, and Executive members.

An OBC Director, committee member, appointed volunteer, employee or contractor will not:

- a. engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties in OBC, 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 might seek, in any way, preferential treatment;
- c. in the performance of their official duties, accord 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 during the course of fulfilling their duties with OBC, where such information is confidential or is not generally available to the public;
- e. use OBC property, equipment supplies or services for activities not associated with the performance of official duties with OBC without permission.

Description of Conflict of Interest as it Applies to This Policy

A conflict of interest may arise when the real, potential or perceived interests of Orienteering BC are not compatible or are in competition with another interest or involvement of those elected or appointed to positions of influence and responsibility within the association.

A conflict of interest situation presents a risk to both the association and the person in conflict. Real, potential or perceived conflicts of interest can undermine the reputation of both the individuals and Orienteering BC if members or other parties believe, or if in fact, an association action or decision has been inappropriately influenced.

Conflicts of interest may come in different forms:

- a. Direct financial gain or benefit
- b. Indirect financial gain

- c. Non-financial or personal interests
- d. Conflict of loyalties

Managing Conflicts of Interest

Many people involved in orienteering have multiple interests in the sport - as competitors, coaches, officials, event directors, volunteers, employees or parents. A perceived, potential or real conflict of interest may exist due to this interlocking nature of people's involvement in the sport or due to a business interest. These multiple interests challenge elimination of all conflicts of interest and therefore this Policy endeavours to manage potential, perceived or real conflicts of interest.

Individuals who declare conflicts must remove themselves from a situation of real, potential or perceived conflict. This will enable all OBC personnel to properly fulfill their elected, appointed or hired responsibilities to the association and its members.

Annual Disclosure Form

Directors, committee members and other identified appointee or hired positions are required to complete an annual "*Conflict of Interest*" Disclosure Statement, to be declared and signed within 2 weeks of the election or appointment. This forms will be kept on file by the Secretary for the year with copies kept by the President, Committee Chair or appointee supervisor (as applicable).

Additional Disclosures

During the year, additions can be made to an individual's "*Conflict of Interest*" Disclosure Statement as may be warranted due to a new situation and potential conflict. Such additions will be communicated to the Executive, applicable Committee members or appointee or hiring supervisor. The revised document is forwarded to the Secretary and attached to the original declaration.

Declaration at Meetings

All meeting agendas should contain a standing item near the beginning for declaration of conflicts of interests that may be relevant to the business to be discussed. Those who are aware of any real, potential or perceived conflict of interest related to the meeting business should make this known.

Procedure Following Disclosure at a Meeting

- a. If a conflict of interest is declared at a meeting, the person or persons who are in conflict may NOT take part in discussion relating to the relevant topic either formally during a meeting or informally through private contact, unless such participation is approved in advance by a majority vote of the other directors or committee members.
- b. if there is disagreement at the meeting about a perceived or potential conflict of interest (eg: the individual does not think that they are in conflict but another Director or committee member does), the President or committee chair will make a decision that there is or is not a perceived, potential or real conflict for that topic, and parts c. and d. below will be followed as necessary.

If the conflict question is about the interests of the President or committee chair, a majority vote of Directors or committee members in attendance will decide that there is or is not a potential, perceived or real conflict of interest, and parts c. and d. below will be followed as necessary.

- c. Except where participation has been approved, the individual(s) in conflict shall not be present at that portion of a meeting when matters in which they have an interest are considered. If the President (Executive) or the committee chair has to leave the meeting due to a conflict, the Vice President (or designate if absent) for the President, or another committee member for the committee chair will be appointed by members present to chair that portion of the meeting.
- d. The person(s) with a declared conflict of interest must not be part of the decision-making process, or any voting, related to the issue concerned.

On-going Conflicts of Interest

If a situation or topic or multiple situations or topics for which conflicts of interest arise is deemed to be detrimental to an individual's ability to fulfill their role with Orienteering BC, and the individual is challenged to act in the best interests of Orienteering BC, that individual should resign from their position(s) with the association.

Requests for Proposals or Services

Orienteering BC may publish *Requests for Proposals or Services* or seek submissions from qualified contractors, clubs or companies who can contribute to the work of the association.

A Director, Committee Member or other appointee involved in any way with a submitted proposal or associated with a firm, contractor or club competing for a contract must remove themselves from all discussion, voting or any other involvement in the selection process, and in any monitoring, evaluation or renewal process.



**DIRECTOR, COMMITTEE MEMBER, APPOINTEES
ANNUAL CONFLICT OF INTEREST DISCLOSURE STATEMENT**

Name (please print): _____

Director? Committee(s): _____

Appointed Position(s): _____

1. I declare that I have read and understood the Orienteering BC *Conflict of Interest Policy* and shall remain in full compliance for the duration of the term of office and/or committee or position appointment.
2. I certify that:
 - a) Within the past 12 months, I have not participated, directly or indirectly, in any agreement or other activity with any vendor, supplier or other party doing business with or providing services to Orienteering BC which has resulted or could result in personal benefit to me or my immediate family or business associates; and,
 - b) During the upcoming 12 months of my term of service through election or appointment, I will not enter into any agreement or arrangement or transaction or attempt to influence a decision that will serve to benefit myself, family, club, business or associates by financial gain, or advantageous influence, or selection of personnel or reputation.
3. Any exceptions to 2. a) or 2. b) above are stated below with a full description of the interest, whether direct or indirectly, which I have had in the past year or anticipate having in the next 12 months, including any other persons so involved.

Signature: _____ Date: _____

This form will be completed annually within 2 weeks of election or appointment. The President (Executive), Committee Chair or position supervisor shall retain a copy and present the package of all declared conflicts at the first meeting each year. If necessary, the form can be updated during the year. Original forms and additions are kept on file by the Secretary.