



# Alberta Whitewater Association

## Conflict of Interest Policy

### Purpose

1. The purpose of this policy is to describe how members of Alberta Whitewater Association will conduct themselves in matters relating to real or perceived conflicts of interest, and to clarify how Alberta Whitewater Association will make decisions in situations where conflicts of interest may exist.

### Definition of Conflict of Interest

2. 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 Alberta Whitewater Association's activities. This competing interest may result in the individual, or entities in which they have an interest, being in a position to benefit from the situation or in Alberta Whitewater Association not being able to achieve a result which would be in the best interest of Alberta Whitewater Association.
3. Conflicts of interest include both pecuniary and non-pecuniary interests. A pecuniary interest is 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-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.

### Application

4. This policy applies to directors, officers, employees, committee members, and other volunteers who are involved in decision-making activities within Alberta Whitewater Association (hereafter referred to as "Representatives" of Alberta Whitewater Association).

### Statutory Obligations

5. Alberta Whitewater Association is incorporated under the Alberta Societies Act ("*Act*") and is governed by the *Act* in matters involving a real or perceived conflict between the personal interests of a director or officer (or other individual involved in decision-making or decision-influencing roles) and the broader interests of the corporation.
6. Under the *Act*, any real or perceived conflict, whether pecuniary or non-pecuniary, between a director's or officer's interest and the interests of Alberta Whitewater Association must at all times be resolved in favour of Alberta Whitewater Association.

### Additional Obligations

7. In addition to fulfilling all requirements of the *Act*, Alberta Whitewater Association and its Representatives will also fulfill the additional requirements of this policy. Representatives of Alberta Whitewater Association 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 Alberta Whitewater Association, 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 during the course of fulfilling their official duties with Alberta Whitewater Association, 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 Alberta Whitewater Association, or in which they have an advantage or appear to have an advantage on the basis of their association with Alberta Whitewater Association;
- f) Use Alberta Whitewater Association property, equipment, supplies or services for activities not associated with the performance of official duties with Alberta Whitewater Association;
- g) Place themselves in positions where they could, by virtue of being a Representative of Alberta Whitewater Association, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- 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 Representative of Alberta Whitewater Association.

#### **Disclosure of Conflict of Interest**

- 8. On an annual basis, all directors, officers, employees, committee members, and other volunteers who are involved in decision-making roles will complete a written statement disclosing any real or perceived conflicts that they might have.
- 9. At any time that a Representative of Alberta Whitewater Association becomes aware that there may exist a real or perceived conflict of interest, they shall disclose this conflict to Alberta Whitewater Association immediately.
- 10. Any person who is of the view that a Representative of Alberta Whitewater Association may be in a position of conflict of interest may report this matter to the Alberta Whitewater Association.

#### **Resolving Conflicts in Decision-making**

- 11. Decisions or transactions that involve a real or perceived conflict of interest that has been disclosed by a Representative of Alberta Whitewater Association may be considered and decided upon by Alberta Whitewater Association provided that:
  - 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 giving rise to the conflict of interest, unless the body considering the matter votes to allow such participation;

- c) The Representative abstains from voting on the proposed decision or transaction;
- d) The 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 Alberta Whitewater Association.

### **Conflicts Involving Employees**

- 12. Alberta Whitewater Association will not restrict employees from accepting other employment, contracts or volunteer appointments during the term of their employment with Alberta Whitewater Association, provided that the employment, contract or volunteer appointment does not diminish the employee's ability to perform the work contemplated in their employment agreement with Alberta Whitewater Association. Any determination as to whether there is a conflict of interest will rest solely with Alberta Whitewater Association, and where a conflict of interest is deemed to exist, the employee will resolve the conflict by ceasing the activity giving rise to the conflict.

### **Adoption**

- 13. This policy was approved by the Alberta Whitewater Association on January 15, 2013. It will be reviewed on an annual basis and may be amended, deleted or replaced by a resolution of the Alberta Whitewater Association.