

SASKATCHEWAN ATHLETICS

CONFLICT OF INTEREST POLICY

These guidelines are applicable to all volunteers and employees of Saskatchewan Athletics.

1. Definitions

- a) Volunteer – refers to any member of Saskatchewan Athletics.
- b) Employee – refers to any person employed by Saskatchewan Athletics.
- c) Conflict of Interest – any situation where an employee or volunteer promotes an interest which results or appears to result in the following:
 - i) an interference with the objective exercise of their responsibilities with Saskatchewan Athletics
 - ii) a personal gain or advantage by virtue of their position with Saskatchewan Athletics.

2. Policy

- a) Due to the nature of a volunteer's or employee's responsibilities, it may be necessary, in some cases, to restrict their activities to ensure that a conflict of interest does not, or does not appear to, exist.
- b) Any matter involving what is, or may appear to be, a conflict of interest shall be referred to the Board of Directors for approval; even if such matter is one that in the ordinary course of business of Saskatchewan Athletics would not require Board approval. Any Director interested in a matter so referred to the Board shall not participate in any discussion, vote or resolution on this matter.
- c) An employee or volunteer may not accept any gift, service, or payment from a third party which could be interpreted as compensation for services rendered through their position with Saskatchewan Athletics. An employee or volunteer may accept any gift which is:
 - i) the normal exchange between friends;
 - ii) the normal exchange of hospitality between persons doing business together;
 - iii) tokens exchanged as part of protocol.

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3. Procedure

- a) An employee or volunteer who perceives that a conflict of interest exists, or has the potential to develop due to their position, shall disclose the nature and extent of their involvement to the President of Saskatchewan Athletics who shall refer the matter to the Board.
- b) The disclosure shall be made:
 - i) immediately after an employee or volunteer becomes aware of a private or personal interest in a matter which is being considered;
 - ii) immediately after an employee or volunteer assumes a private or personal interest in an existing matter;
 - iii) immediately after a person who has a private or personal interest in a matter becomes an employee or volunteer.
- c) All employees shall be required to sign a form acknowledging their awareness of this policy and stating any real or potential conflicts of interest.
- d) All members of the Board of Directors shall be required to acknowledge their awareness of this policy and state any real or potential conflicts of interest.

4. Resolution

- a) If a conflict of interest, or violation of this policy occurs, the President, acting on behalf of the Board, may:
 - i) instruct the employee or volunteer to divest their private or personal interest in the matter, or;
 - ii) instruct the employee or volunteer to transfer their interest in the matter to a blind trust, or;
 - iii) remove the employee or volunteer from the Saskatchewan Athletics responsibilities which are causing the conflict of interest, or;
 - iv) accept the resignation of the employee or volunteer.