



## **CONFLICT OF INTEREST POLICY**

### **1.0 Purpose**

Individuals who act on behalf of the Rope Skipping Association of Nova Scotia, herein referred to as RSANS, have a duty first to RSANS, and second to any personal stake they have in the operations of the organization. In not-for-profit organizations, board members are required, by law, to act as a trustee (in good faith, or in trust) of the organization. Board members, and other stakeholders, must not put themselves in positions where making a decision on behalf of the organization is connected to their own personal interests.

RSANS strives to reduce and eliminate nearly all instances of conflict of interest by being aware, prudent, and forthcoming about the potential conflicts. This policy describes how stakeholders will conduct themselves in matters relating to real or perceived conflicts of interest, and will clarify how stakeholders shall make decisions in situations where conflicts of interest may exist or arise.

### **2.0 Scope**

This policy is applicable to anyone serving on the Board of Directors, committees, task groups, acting as volunteers, or other representatives of RSANS.

### **3.0 Application**

The following terms are defined in this policy:

- Conflict of Interest: An incompatibility between one's private interests and one's duties as a representative of the organization.
- Perceived Conflict of Interest: A reasonable perception by an informed person that a conflict of interest situation exists or may exist.
- Stakeholder: Individuals engaged in activities with, or on behalf of RSANS, including contract personnel, volunteers, administrators, committee members and directors and officers.

### **4.0 Obligations**

Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a stakeholder's personal interest and the interests of RSANS, shall always be resolved in favour of RSANS. Stakeholders will not:

- Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with RSANS, unless such business, transaction, or other interest is properly disclosed to and approved by RSANS.
- Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment.
- In the performance of their duties on behalf of RSANS, give preferential treatment to family members, friends, teams, or clubs.

- Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with RSANS, if such information is confidential or not generally available to the members or public.
- Without the permission of RSANS, use RSANS property, equipment, supplies, or services for activities not associated with the performance of their official duties with RSANS.
- Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by the virtue of being an RSANS stakeholder.

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

Stakeholders shall disclose conflicts of interest to the RSANS Board of Directors immediately upon becoming aware that a real or perceived conflict of interest exists. Stakeholders shall also disclose any and all affiliations with any and all other rope skipping organizations with which the individual is associated. These associations include any of the following roles: athlete, coach, manager, judge, competition official, committee member or board member.

### **Minimizing Conflicts of Interest in Decisions**

Decisions or transactions that involve a real or perceived conflict of interest that has been proactively disclosed by an RSANS stakeholder will be considered and decided with the following additional provisions.

- The nature and extent of the stakeholder's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted.
- The stakeholder does not participate in discussion on the matter.
- The stakeholder abstains from voting on the decision.
- For board-level decisions, the stakeholder does not count towards quorum.
- The decision is confirmed to be in the best interests of RSANS.

### **Operational Concerns**

- Any person who believes that a stakeholder may be in a conflict of interest situation should report the matter, in writing, to the RSANS Board of Directors.
- Any person who believes that a stakeholder has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to RSANS to be addressed under the RSANS Discipline and Complaints Policy.
- Failure to adhere to this policy may permit discipline in accordance with the RSANS Discipline and Complaints Policy