

## **Saint John Track & Field Club Inc.**

### **POLICY STATEMENT 9.0: Conflict of Interest Policy**

- 9.1 Obligations: Any real or perceived conflict, whether pecuniary or non-pecuniary, between a Saint John Track & Field Club (SJTC) Member's interest and the interests of SJTC, must at all times be resolved in the interests of SJTC.
- 9.2 For the purpose of this part of the Conflict of Interest Policy, "member" includes members of the Board of Directors, staff, coaches, officials and members of any SJTC committee that reports to the Board of Directors.
- 9.3 SJTC Members 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 SJTC, unless such business, transaction or other interest is properly disclosed to SJTC and approved by SJTC.
  - b) Knowingly place them 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, 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 official duties with SJTC, where such information is confidential or is not generally available to the public.
  - e) Use SJTC property, equipment, supplies or services for activities not associated with the performance of official duties with SJTC without the permission of SJTC.
  - f) Place themselves in positions where they could, by virtue of being a SJTC Member, influence decisions or contracts from which they could derive any direct or indirect benefit or interest.
  - g) 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 an SJTC Member.
- 9.4 Disclosure of Conflict of Interest:
- a) An SJTC Member will disclose a conflict of interest or potential conflict of interest to the SJTC Board of Directors immediately upon becoming aware that there exist real or perceived conflicts of interest to be dealt with in accordance with the terms of this policy.
  - b) Any person who is of the view that a SJTC Member may be in a position of conflict of interest may report this matter in writing to the SJTC Board of Directors to be dealt with in accordance with the terms of this policy.
  - c) Where a member is engaged in a decision or transaction that may involve a conflict of interest or perceived conflict of interest with his or her duties as a member, he or she will disclose the conflict of interest or perceived conflict of interest to the Executive Committee of the Board of Directors.
  - d) Any determination as to whether there is a conflict of interest for the member will rest solely with the Board of Directors.
  - e) Where a conflict of interest or perceived conflict of interest has been found to exist, then, at the earliest convenience:
    - i. It will be recorded in a motion to the Board of Directors. The motion will set out, as fully as possible the nature of that member's conflict of interest together with the intention that SJTC will disclose it to the body that is considering or making the decision that is the subject of the conflict of interest.
    - ii. In no case may the member who is subject to the motion and a member of the Board of Directors vote on it or be considered in determining whether a quorum of the Board of Directors is present, although he or she may be invited to provide information by

speaking to the motion.

- iii. Disclose the conflict of interest of the member to the body that is considering or making the decision.

9.5 Enforcement: Failure to adhere to this Policy may give rise to discipline in accordance with SJTC's Discipline and Complaints Policy.

Adopted, BoD; March 20, 2014

Updated, BOD: June 19, 2014