



CONFLICT OF INTEREST POLICY

1 BACKGROUND

Conflict of interest occurs when an individual or group of individuals and/or their family and associates, face a decision or action that directly or indirectly result in personal gain.

In the interest of equity and fairness for its members, Synchro Swim BC seeks to avoid situations where conflict of interest may occur.

2 EMPLOYEE CONFLICT OF INTEREST POLICY

Individuals who are part-time or full-time employees of Synchro BC have to be aware of situations that create or could be perceived to create a conflict of interest with Synchro BC's priorities, policies, employment contracts and/or general expectations of their staff members. Staff members are expected to ensure that the interests of the association are protected.

A conflict of interest arises or may be perceived to arise when an employee of Synchro BC, either on their own behalf or on behalf of another person, a club to which they have a connection, or another entity:

- a) may gain advantage or benefit financially or otherwise from a Synchro BC decision in which the employee is or has been directly involved, or has influenced;
- b) promotes or appears to promote a private, personal or business interest;
- c) discloses unauthorized information about Synchro BC that provides benefit to the employee, club, or entity.

2.1 AVOIDING CONFLICT OF INTEREST:

Unless specifically permitted by the Board of Directors, and with such a decision properly recorded and filed, Synchro BC employees shall not:

- a) accept services, discounts or gifts from any person, club, company or entity;
- b) accept any personal payment for any service they provide on behalf of Synchro BC;
- c) use their position to obtain employment or preferential treatment for themselves, family, friends or close associates;
- d) use their employment position to strengthen or add prestige to a public or private cause;
- e) endorse a product or service from another organization or company.

2.2 SHARED EMPLOYMENT OR CONTRACTS WITH SYNCHRO BC MEMBER CLUBS OR SYNCHRO CANADA:

As with many sports, it is possible and even probable that Synchro BC's employees may also have part-time employment or contract positions with a synchro club or clubs and/or with Synchro Canada. The Synchro BC employment contract and job description must clearly outline the scope and scale of the Synchro BC employment position. Outside of their Synchro BC responsibilities, employees may not use

their position with Synchro BC for the benefit of any other synchro organization with which they have an employment or contractual relationship.

Employees must declare and discuss any outside employment or contractual work with their Synchro BC supervisor before making any commitment to the position or positions.

2.3 CONSEQUENCES OF ACTUAL OR PERCEIVED CONFLICT OF INTEREST

Any employee in a position of actual or perceived conflict of interest may be disciplined by the association, including any of the following results:

- a) removal from the situation of conflict through a re-assignment of job responsibilities;
- b) returning the actual or value of any services, discounts or gifts improperly received;
- c) divestment of the outside interest, including employment with a synchro club if a conflict is identified and the situation is not rectified to Synchro BC's satisfaction;
- d) termination of employment from Synchro BC.

3 CONTRACTORS CONFLICT OF INTEREST AND CONFIDENTIALITY POLICY

A contractor hired by Synchro BC for any term or type of work must declare any other employment or contract work with member clubs of Synchro BC or with Synchro Canada during the same time period, and must advise of any real or perceived conflict of interest that will affect their work. Contractors may not use their work with Synchro BC for the benefit of any other synchro organizations with which they have a contractual relationship.

4 DIRECTORS CONFLICT OF INTEREST POLICY

Directors have a fiduciary responsibility to Synchro BC that includes both a duty of care and duty of loyalty to the organization. As such, each Director's first regard must be for the best interest of Synchro BC. Of special note is a Director who holds a Director role with both Synchro BC and any other Synchro organization as that Director has a duty of loyalty to both organizations.

A Director must declare any conflict of interest that exists or is perceived to exist for any situation where the Director's interest, or the interest of a family member, close friend, business associate or club with which the Director is directly involved, may prevent the Director from acting solely in the best interest of Synchro BC and in a fair, impartial and unbiased manner.

If a Conflict of Interest exists, the Director will do all of the following:

- a) immediately declare the conflict and remove themselves from the meeting or meetings during all discussion about the particular topic;
- b) abstain from voting on the topic at a Board meeting;
- c) not attempt to learn about, provide information for or influence the discussion and/or voting in any way, whether that be before, during or after a meeting.

If the situation or topic from which the conflict arises places a Director in an on-going conflict of interest, and that Director cannot act in the best interests of Synchro BC as a result of the conflict, the Director should resign.

5 DIRECTORS' POLICY RE: CONFIDENTIALITY

Unless otherwise specifically recorded at a meeting, or through written policy, procedures or bylaws, information presented to Directors in the course of their duties must be kept confidential and should not be divulged to other parties. If a Director is uncertain of the status of any documents, or other information, they should ask the President or Executive Director for clarification.

6 COMMITTEE MEMBERS' CONFLICT OF INTEREST POLICY

Certain Synchro BC volunteer positions may be given decision-making responsibilities in areas of programming or services impacting others in the association. In the interest of equity and fairness for its members, Synchro BC requires that committee chair or committee member declare that a conflict of interest exists if their personal interests, or the interest of a family member, close friend, business associate or their member club may benefit from a decision, and that the committee chair or member cannot act in a fair, impartial and unbiased manner.

If a conflict of interest exists, the committee Chair or member will immediately declare the conflict and remove themselves from the meeting or meetings during all discussion about the particular topic, and will not vote of that topic.

If the situation or topic from which the conflict arises creates an on-going conflict of interest, the committee Chair or member should resign.

7 OFFICIALS' CONFLICT OF INTEREST POLICY

The integrity of all competitions and their results is extremely important to the sport, athletes and to Synchro BC. To limit any conflict of interest or perceived conflict of interest from judging at competitions, the following categories of people shall not officiate in applicable events.

- a) a relative of a competitor
- b) a coach of a competitor
- c) a parent, child, sibling, or spouse of a competitor
- d) an inhabitant of the same household of any of the above

For the purposes of this policy, a "relative" is any of parent, child, sibling, uncle, aunt, nephew, niece, first cousin, grandparent, or spouse. A "coach" is any person who coaches figures and/or routines.

8 RESOURCES

Resources provided upon request

Access to this Policy will be provided to all members.

Date created July 8, 2015	Review date May 13, 2016	Date approved July 18, 2015
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