



CONFLICT OF INTEREST POLICY

1.0 Purpose

Individuals who act on behalf of Rope Skipping Alberta have a duty first to Rope Skipping Alberta 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. That would be a conflict of interest situation.

Rope Skipping Alberta strives to reduce and eliminate nearly all instances of conflict of interest at Rope Skipping Alberta 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 conflict of interest, and will clarify how Stakeholders shall make decisions in situations where conflict of interest may exist.

2.0 Scope

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

3.0 Application

The following terms have these meanings 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 on behalf of the Rope Skipping Alberta including contract personnel, volunteers, administrators, committee members and directors and officers of Rope Skipping Alberta.

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 Rope Skipping Alberta, shall always be resolved in favor of Rope Skipping Alberta. 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 Rope Skipping Alberta, unless such business, transaction,

or other interest is properly disclosed to Rope Skipping Alberta and approved by Rope Skipping Alberta.

- 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 Rope Skipping Alberta, 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 Rope Skipping Alberta, if such information is confidential or not generally available to the public.
- Without the permission of Rope Skipping Alberta, use Rope Skipping Alberta property, equipment, supplies, or services for activities not associated with the performance of their official duties with Rope Skipping Alberta.
- Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by the virtue of being a Rope Skipping Alberta Stakeholder.

Disclosure of Conflict of Interest

- Stakeholders shall disclose conflicts of interest to the Rope Skipping Alberta 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 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 a Rope Skipping Alberta 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 Rope Skipping Alberta.

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 Rope Skipping Alberta 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 Rope Skipping Alberta to be addressed under Rope Skipping Alberta's Discipline and Complaints Policy.
- Failure to adhere to this Policy may permit discipline in accordance with Rope Skipping Alberta's Discipline and Complaints Policy

Approved: January 28, 2018 for implementation on September 1, 2018