



Building Healthy Minds and Bodies since 1977

## 4.8 CONFLICT OF INTEREST POLICY

### **Purpose:**

At all times, Okanagan Gymnastics Centre (OGC) must be impartial and fair in its dealings with members, suppliers, associates and the community at large. Members of the OGC Board of Directors (Board), committee members, OGC staff (Staff), representatives and decision-makers of OGC must ensure that their interests, or the interests of those close to them, do not conflict with the impartial performance of their duties on behalf of OGC or as it relates to OGC.

This Conflict of Interest Policy governs the activities of the Board and Staff. It is the duty of all board members and staff to be aware of this policy and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations/conflicts/or potential conflicts to the OGC employee's supervisor; the President of the Board or; other designated person, as appropriate. This Policy provides guidelines for identifying conflicts, disclosing conflicts, and procedures to be followed to assist OGC in managing conflicts of interest and situations that may result in the appearance of a conflict.

### **Policy:**

- 1. Definition:** A conflict of interest arises when a Board member or Staff member has a personal interest that conflicts with the interests of OGC or arise in situations where a board/staff member has divided loyalties (also known as a "duality of interest"). The former can result in situations that result in inappropriate financial gain to persons in authority at OGC. Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in OGC decision-making processes. Both results are damaging to OGC and are to be avoided.
  - *Example #1:* a person in a position of authority within OGC may benefit financially from a transaction between OGC and the board/staff member; or others closely associated with the board/staff member may be affected financially. Family members, or their businesses, or other persons or the businesses of persons with whom the board/staff member is closely associated, could benefit from similar transactions.

- *Example #2:* A conflict of interest could be a direct or indirect *financial interest* such as those described above, or a *personal interest* such as the situation where a board member of OGC is also a board member of another nonprofit or for-profit entity in the community with which OGC collaborates or conducts business.

Typically persons who are affected by a conflict of interest policy are the organization's Board members, officers, and senior staff. In some cases a major donor could also be in a conflict situation. OGC takes a broad view of conflicts and board/staff are urged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.

2. **Disclosure of Conflicts.** Board members and senior staff will annually disclose and identify their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members as well as other nonprofit organizations. Board members and Staff are also urged to disclose conflicts as they arise as well as to disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Staff should disclose to their supervisor and Board members should disclose to the Board/President of the Board, as soon as the person with the conflict is aware that a conflict/potential conflict, or appearance of a conflict, exists.
3. **Managing Conflict.** For each interest disclosed, the Board, or the President of the Board, as appropriate, will determine whether the organization should: (a) take no action or (b) disclose the situation more broadly and invite discussion/resolution by the full Board of what action to take, or (c) refrain from taking action and otherwise avoid the conflict. In most cases the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interests of the organization.
  - When the conflict involves a decision-maker, the person with the conflict ("interested party"): (i) must fully disclose the conflict to all other decision-makers; (ii) may not be involved in the decision of what action to take (e.g., may not participate in a vote) but may serve as a resource to provide other decision-makers with needed information.
  - In some cases the person with the conflict may be asked to recuse him/herself from sensitive discussions so as not to unduly influence the discussion of the conflict.
  - In all cases, decisions involving a conflict will be made only by disinterested persons.

- Any conflict, potential conflict or perceived conflict, and the outcome, will be documented in the minutes of Board meetings, whether related to a Board member or reported to the Board by staff.
- The President of the Board will monitor proposed or ongoing transactions of the organization (e.g., contracts with vendors and collaborations with third parties) for conflicts of interest and disclose them to the Board and staff, as appropriate, whether discovered before or after the transaction has occurred.

APPROVED BY OGC BOARD OF DIRECTORS FEBRUARY 11, 2015