

CONFLICT OF INTEREST POLICY

28 MARCH 2021



CONFLICT OF INTEREST POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Conflict of Interest*” – Any situation in which a Representative’s decision-making, which should always be in the best interests of Karate Canada, is influenced or could be influenced by personal, family, financial, business, or other private interests.
 - b) “*Pecuniary Interest*” – An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
 - c) “*Non-Pecuniary Interest*” – An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.
 - d) “*Representatives*” – Participants employed by, or engaged in activities on behalf of Karate Canada, including coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of Karate Canada.

Background

2. Participants who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of Karate Canada. For example, in not-for-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust) of Karate Canada. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of Karate Canada is connected to their own personal interests. That would be a conflict of interest situation.

Purpose

3. Karate Canada strives to reduce and eliminate nearly all instances of conflict of interest at Karate Canada – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest and clarifies how Representatives shall make decisions in situations where conflict of interest may exist.
4. This Policy applies to all Representatives.

Obligations

5. Any conflict of interest, whether pecuniary or non-pecuniary, between a Representative’s personal interest and the interests of Karate Canada, shall always be resolved in favour of Karate Canada.
6. Representatives 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 Karate Canada, unless such business, transaction, or other interest is properly disclosed to Karate Canada and approved by Karate Canada.
 - b) 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.

- c) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or 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 Karate Canada, if such information is confidential or not generally available to the public.
- e) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of Karate Canada, or in which they have an advantage or appear to have an advantage on the basis of their association with Karate Canada.
- f) Without the permission of Karate Canada, use Karate Canada's property, equipment, supplies, or services for activities not associated with the performance of their official duties with Karate Canada.
- g) Place themselves in positions where they could, by virtue of being a Representative of Karate Canada, influence decisions or contracts from which they could derive any direct or indirect benefit.
- h) Accept any gift, donation or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of Karate Canada.
- i) Disclose confidential or privileged information acquired during the course of fulfilling their duties with Karate Canada.

Disclosure of Conflict of Interest

- 7. On an annual basis, all Karate Canada's Directors, and candidates for election to the Board, Officers, Employees, and Committee Members will complete a **Declaration Form** disclosing any conflicts that they might have. Declaration Forms shall be retained by Karate Canada.
- 8. Representatives shall disclose conflicts of interest to Karate Canada's Board immediately upon becoming aware that a conflict of interest may exist.
- 9. Representatives shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director.

Minimizing Conflicts of Interest in Decision-Making

- 10. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a Representative of Karate Canada will be considered and decided with the following additional provisions:
 - a) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
 - b) The Representative does not participate in discussion on the matter
 - c) The Representative abstains from voting on the decision
 - d) For Board-level decisions, the Representative does not count toward quorum
 - e) The decision is confirmed to be in the best interests of Karate Canada

11. For potential conflicts of interest involving employees, Karate Canada's Board will determine whether there is a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. Karate Canada will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with Karate Canada or give rise to a conflict of interest.

Conflict of Interest Complaints

12. Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to Karate Canada's Board who will decide appropriate measures to eliminate the conflict. The Board may apply the following actions singly or in combination for conflicts of interest:

- a) Removal or temporary suspension of certain responsibilities or decision-making authority;
- b) Removal or temporary suspension from a designated position;
- c) Removal or temporary suspension from certain teams, events, and/or activities;
- d) Expulsion from Karate Canada; or
- e) Other actions as may be considered appropriate for the conflict of interest.

13. Any person who believes that a Representative has made a decision that was influenced by a conflict of interest may submit a complaint, in writing, to Karate Canada to be addressed under Karate Canada's *Discipline and Complaints Policy*.

14. Failure to comply with an action as determined by the Board will result in automatic suspension from Karate Canada until compliance occurs.

15. The Board may determine that an alleged conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

Enforcement

16. Failure to adhere to this Policy may permit discipline in accordance with Karate Canada's *Discipline and Complaints Policy*.

Appendix A – Conflict of Interest – Declaration Form

I have read Karate Canada’s *Conflict of Interest Policy*, I agree to be bound by the obligations contained therein, and I commit to avoid any conflict of interest. I also commit to disclosing the existence of any conflict of interest to the Board, as soon as it is known to me.

I declare the following interests which may represent a potential conflict of interest:

Name

Signature

Date