

## **BASEBALL PEI POLICY** **Conflict of Interest Policy**

### **1.1 Policy Statement**

- All employees, members and volunteers of Baseball PEI are expected to arrange their private affairs in a manner that will prevent conflicts of interest from arising or from appearing to arise. Personnel should not place themselves in a position where they are under obligation to any person who might benefit from special consideration or favour on their part or seek to gain special treatment from them in any way. Equally, employees, members, and volunteers should not have an interest, financial or otherwise, that could conflict or appear to conflict in any manner with the discharge of their duties and responsibilities.
- The following are considered to have the potential to be conflicts of interest or appear to be conflicts of interest and as such, they are to be disclosed to the Board of Directors of Baseball PEI. The Board of Directors will review the individual's responsibilities and the degree of potential or apparent conflict in determining what actions, if any, are required.
  - Investments with a supplier or customer or in any other company, partnership, association or commercial entity that has a significant present or prospective business relationship with the organization.
  - Contracts, agreements or undertakings between the individual and a commercial entity that has a significant present or prospective business relationship with the organization.
  - Seeking or accepting from any of the parties outlined in a) and b) above, either directly or indirectly, loans (except with banks or other financial institutions at terms and conditions generally available to the public), services, payments, commissions, entertainment or gifts.
  - Serving as a director, officer, employee, member or consultant for any parties outlined in the first or second points above, or for any other organization if such service could place demands on individuals inconsistent with their duties or call into question their capacity to perform their duties in an objective manner or cause job performance to suffer.
  - Acquisition of real estate or other forms of property of present or prospective interest to the organization.
- The following are considered to be actual or apparent conflicts of interest and are to be avoided:
  - Using or appearing to use, or revealing without proper authorization to persons outside the organization, for personal gain, any information acquired during the course of an individual's duties which is not generally available to the public.
  - Using or permitting others to use the organization's members, volunteers, employees, property, equipment, materials or time for personal gain.
  - According preferential treatment beyond the common courtesies usually associated with accepted business practice and prerogatives of office to friends, relatives or to organizations in which the individual or relatives and friends have an interest financial or otherwise.
  - Using the organization's name or one's position with the organization in such a way as to lend weight or prestige to the sponsorship of a political party or cause or to endorse, without proper authorization, a product or service of another company.
- Engagement in educational, professional, philanthropic, social and recreational activities is encouraged and is not subject to review by the Board of Directors, provided individuals do not make unseemly use of their position with the organization or permit an association with the organization which may be detrimental to its business, nature, role or reputation.

