

SportHamilton- Conflict of Interest Policy

1. The purpose of this policy is to describe how members of SportHamilton will conduct themselves in matters relating to real or perceived conflicts of interest, and to clarify how SportHamilton the Executive and the Board of Directors will make decisions in situations where conflicts of interest may exist.

Definition of Conflict of Interest

2. A conflict of interest is a situation where an individual, or the organization he or she represents or has an interest in, has a real, potential or perceived, direct or indirect competing interest with SportHamilton activities. This competing interest may result in the individual, or entities in which they have an interest, being in a position to benefit from the situation or in SportHamilton not being able to achieve a result which would be in the best interest of SportHamilton.

3. Conflicts of interest include both pecuniary and non-pecuniary interests.

A pecuniary interest is 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.

A non-pecuniary interest may include family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.

Application

4. This policy applies to Directors, Officers, Ad Hoc Committee Members, and other Volunteers who are decision-makers within SportHamilton (hereafter referred to as "Representatives" of SportHamilton).

Statutory Obligations

5. SportHamilton is a Non Profit Organization and under the Ontario Non Profit Corporation's Act ("Act") and is governed by the Act in matters involving a real or perceived conflict between the personal interests of a Director or Officer (or other individual involved in decision-making or decision-influencing roles) and the broader interests of the Organization.

6. Under the Act, any real or perceived conflict, whether pecuniary or non-pecuniary, between a Director's or Officer's interest and the interests of SportHamilton must at all times be resolved in favour of SportHamilton.

Additional Obligations

7. In addition to fulfilling all requirements of the Act, SportHamilton and its Representatives will also fulfill the additional requirements of this policy. Representatives of SportHamilton 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 SportHamilton, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
- 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, in any way, preferential treatment;
- c) In the performance of their official duties, give preferential treatment to family members, friends or colleagues, or to 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 SportHamilton, where such information is confidential or is 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 SportHamilton or in which they have an advantage or appear to have an advantage on the basis of their association with SportHamilton;
- f) Use SportHamilton property, equipment, supplies or services for activities not associated with the performance of official duties with SportHamilton;
- g) Place themselves in positions where they could, by virtue of being a Representative of SportHamilton, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- h) Accept any gift 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 SportHamilton.

Disclosure of Conflict of Interest

- 8. On an annual basis, all directors, officers, committee members, and other volunteers who are decision-makers will complete a written statement disclosing any real or perceived conflicts that they might have.
- 9. At any time that a Representative of SportHamilton becomes aware that there may exist a real or perceived conflict of interest, they shall disclose this conflict to the Executive immediately.
- 10. Any person who is of the view that a Representative of SportHamilton may be in a position of conflict of interest may report this matter to the Executive.

Resolving Conflicts in Decision-making

- 11. Decisions or transactions that involve a real or perceived conflict of interest that has been disclosed by a Representative of SportHamilton may be considered and decided upon by SportHamilton Executive provided that:

- 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 in the minutes;
- b) The Representative does not participate in discussion on the matter giving rise to the conflict of interest, unless the body considering the matter votes to allow such participation;
- c) The Representative abstains from voting on the proposed decision or transaction;
- d) The Representative is not included in the determination of quorum for the proposed decision or transaction; and
- e) The decision or transaction is in the best interests of SportHamilton.

Adoption

12. This policy will be approved by SportHamilton – Executive & Board of Directors. It will be reviewed on an annual basis and may be amended, deleted or replaced by a resolution of the SportHamilton Executive.

January 2018