



Conflict of Interest Policy

1. Definitions

This document inherits any and all definitions from the Foothills Artistic Swimming / Okotoks Synchro Sea Queens ("FAS / OSSQ) Bylaws.

- "Conflict of Interest" – A real or seeming incompatibility between one's private interests and one's public or fiduciary duties.
- "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.
- "Non-Pecuniary Interest" - Family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.
- "Perceived Conflict of Interest" – A perception by an informed person that a conflict of interest exists or may exist.

2. Purpose

The purpose of this policy is to describe how FAS / OSSQ members will conduct themselves in matters relating to real or perceived conflicts of interest, and to clarify how FAS / OSSQ will make decisions in situations where conflicts of interest may exist.

3. Application of this Policy

This policy applies to all categories of membership within FAS / OSSQ, including but not limited to all individuals employed (including contract personnel) by or engaged in activities with FAS / OSSQ, as well as but not limited to, directors, committee members, athletes, coaches, judges, officials, referees, volunteers, officers, managers and administrators (hereinafter "FAS / OSSQ Representatives").

Obligations

Any real or perceived conflict, whether pecuniary or non-pecuniary, between an individual associated with FAS / OSSQ and the interests of FAS / OSSQ , must at all times be resolved in favor of FAS / OSSQ . Any Members, parents and guardians of Members, employees, coaches, contractors, Board of Director members or anyone else directly associated with FAS / OSSQ shall not:



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1. Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with FAS / OSSQ , unless such business, transaction or other interest is properly disclosed to FAS / OSSQ and approved by FAS / OSSQ ;
2. 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;
3. In the performance of their official duties, accord 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; 4. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with FAS / OSSQ , where such information is confidential or is not generally available to the public;
5. Use FAS / OSSQ property, equipment, supplies or services for activities not associated with the performance of official duties with FAS / OSSQ without the permission of FAS / OSSQ ;
6. Place themselves in positions where they could, by virtue of being a FAS / OSSQ member, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
7. Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a FAS / OSSQ member.

Disclosure of Conflict of Interest

FAS / OSSQ member will disclose a conflict of interest to the FAS / OSSQ Board of Directors immediately upon becoming aware that there exist real or perceived conflicts of interest. Any person who is of the view that a member of FAS / OSSQ may be in a position of conflict of interest may report this matter in writing to the FAS / OSSQ Board of Directors.

Resolving Conflicts in Decision Making

Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by a FAS / OSSQ member will be considered and decided upon by the FAS / OSSQ Board of Directors provided that:

1. The nature and extent of the FAS / OSSQ member's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;



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2. The FAS / OSSQ member does not participate in discussion on the matter giving rise to the conflict of interest;
3. The FAS / OSSQ member abstains from voting on the proposed decision or transaction;
4. The FAS / OSSQ member is not included in the determination of quorum for the proposed decision or transaction; and
5. The decision or transaction is in the best interests of FAS / OSSQ. FAS / OSSQ will not restrict employees from accepting other employment, contracts or volunteer appointments during the term of their employment with FAS / OSSQ, provided that the employment, contract or volunteer appointment does not diminish the employee's ability to perform the work contemplated in their employment agreement with FAS / OSSQ. Any determination as to whether there is a conflict of interest will rest solely with FAS / OSSQ, and where a conflict of interest is deemed to exist, the employee will resolve the conflict by ceasing the activity giving rise to the conflict.