



## Conflict of Interest Policy

### POLICY

The Sport Information Resource Centre (SIRC) enjoys a high level of public and membership support and respect both from the services and support provided but also from the high degree of integrity, objectivity, and professionalism of SIRC employees and volunteers. This policy has been established to ensure that SIRC employees, volunteers and Board act in the best interests of SIRC and its clients in pursuing this goal, and maintain standards relating to conflict of interest. SIRC benefits from the expertise of individuals with a multiplicity of interests; however, those interests must not conflict with the interests of SIRC nor impair the public support and respect necessary for the SIRC's ongoing operations.

### Definitions

#### Conflict of Interest

A situation where an individual, or the organization he/she represents or has an interest in, has a direct or indirect competing interest with SIRC's activities. This competing interest may result in the individual being in a position to benefit from the situation or in SIRC not being able to achieve a result that is in the best interest of SIRC. A conflict may arise where an individual is a party to a contract with SIRC or has an interest in an enterprise, or is related to a person who is party to such a contract; or where an individual receives payment by SIRC for services rendered to SIRC other than reimbursement for reasonable out-of-pocket expenses measured according to SIRC's policies on expense reimbursement.

Conflict of interest for SIRC also includes conduct which is not in keeping with the principles of neutrality and impartiality.

#### Conflict of interest includes, but is not limited to situations

- Where an employee, contractor or volunteer's (which includes a member of the Board of Directors) private affairs or financial interests are in conflict with their work duties, responsibilities and obligations, or result in a public perception that a conflict exists
- Which could impair the employee, contractor or volunteer's ability to act in the public interest
- Where the actions of an employee, contractor or volunteer would compromise or undermine the trust that the public places in SIRC.

### POLICY APPLICATION

All employees, contractors and volunteers (including a member of the Board of Directors) shall immediately disclose to their supervisor/ manager, in writing, any business, commercial or financial

interest where such interest might be construed as being in real, potential or apparent conflict with their official duties.

If, during the meeting, an employee, contractor or volunteer becomes aware that he/she has an undeclared interest, he/she will declare it immediately to their supervisor/manager or the chair of the



meeting. If the Chair or a Board member becomes aware that another Board member may have an undeclared interest, he/she shall report the conflict to the President or Chair of the Board, so that the other Board member can declare the interest, if it exists.

An employee, contractor or volunteer will not vote on, or participate in, any discussion about a resolution to approve a contract in which he/she has an interest, nor will an employee, contractor or volunteer approve and/or sign off on such circumstances.

In the performance of their duties, employees, contractors and volunteers must not:

- Place themselves in a position of obligation to persons who might benefit or appear to benefit from special consideration with respect to SIRC business
- Have a monetary interest that would conflict with the discharge of the duties owed to SIRC
- Disclose, discuss, use, take advantage of, benefit or appear to benefit from the use of information not generally available to the public and which has been acquired during their official SIRC duties
- Communicate with any level of government, or with any elected or appointed government official in relation to the business of SIRC, unless they have specific SIRC authorization
- Assist private entities or persons in their dealings with SIRC where this could result in preferential treatment to any person
- Directly or indirectly use, or allow the use of, SIRC property or information for anything other than officially approved activities

#### Outside employment

Staff members may engage in remunerative employment with another employer, volunteer activity, carry on a business, or receive remuneration from public funds for activities outside their position provided that:

- It does not interfere with the performance of their duties
- It does not bring SIRC into disrepute
- They do not have an advantage derived from their employment as a SIRC employee
- It is not performed in such a way as to appear to be an official act or to represent the organization's public positions or policies
- It does not involve the use of SIRC premises, services, equipment or supplies to which the staff member has access by virtue of their employment, unless official authorization is secured.

#### Gifts

Staff, contractors and volunteers must avoid the appearance of favoritism in all of their dealings on behalf of SIRC and not accept personal gifts from those doing business or seeking to do business with SIRC.

#### Financial

Staff, contractors and volunteers must not commit SIRC to any unauthorized expenditure or other liability and must ensure that all commitments are approved in accordance with the appropriate by-laws, regulations and policies including all appropriate consultations and approvals.

#### Vendor relationships



Staff, contractors and volunteers in leadership roles will not perform fee for service responsibilities for SIRC in addition to their responsibilities as an employee, contractor or leadership volunteer of SIRC. Nor will employees sell goods to SIRC, unless by specific approval of the general counsel. Goods shall not be purchased from a volunteer or relative of an employee without consultation with applicable senior manager or department head and a determination made as to whether the correct processes were undertaken and the impact of the decision. Where there is doubt on the subject, the issue is to be referred to the President & CEO or the Board of Directors as appropriate.

#### Client relationships

All employees, contractors and volunteers are to understand the client's vulnerability and dependence on the employee, contractor or volunteer to provide assistance, and to act accordingly. This includes recognition that personal relationships outside the scope of their professional roles are not in the best interest of either party or SIRC. Conflict of interest situations between employees/volunteers and clients are investigated immediately and resolved as appropriate.

#### **Breach of Conflict of Interest**

Employees, contractors and volunteers are required to consult with their supervisor/manager whenever they have any question as to whether a particular circumstance may place them in a conflict of interest. Persons who fail to comply with these standards during the course of their employment will be subject to such appropriate measures as may be determined by SIRC up to and including termination of employment or removal from the Board of Directors. All unresolved disputes may be referred to SIRC's Dispute Resolution Policy.