**Purpose**

As a non-profit Provincial Sport Organization, Snowboard Ontario (SO) has a special concern with preventing any actual or perceived conflicts of interest on the part of staff members. The goal of this policy is to make staff members aware of the potential for conflicts to arise, and to set out a procedure for dealing with any situations where a conflict of interest may exist or be perceived to exist.

**Definition**

1. A staff member has a conflict of interest in situations where the staff member makes a decision, or participates in making a decision in the carrying out of his or her role, that may directly or indirectly confer a benefit on the staff member or any person with whom the staff member does not deal at arm’s length.
2. A person with whom the member does not deal at arm’s length may include a family member, friend, committed partner, business associate or employer.
3. Examples of conflicts of interest could include:

• A staff member sells supplies to SO and earns a profit from the sale.

• A staff member participates in a hiring committee for a position for which the staff member’s family member is a candidate.

• A staff member serves on a board of directors for an agency or organization whose mandate and/or activities conflict with SO.

• A staff member chooses to include a family member or friend in a program at SO that has limited enrolment

• A staff member gives a family member or friend more favorable treatment or service within a SO program than is provided to other community members.

• A staff member has a romantic or sexual relationship with a board member or volunteer and uses the relationship to gain or give influence at SO.

**Staff Member Responsibility**

1. Every staff member shall actively avoid situations in which the staff member, or a family member, friend, committed partner, business associate or employer, benefits financially or materially from his/her relationship with the organization or is perceived to gain such benefit.
2. Except as approved by the President of the Board or his/her designee or for gifts of a value less than $100 which could not be refused without discourtesy, no staff member may accept gifts, entertainment or other favors from any person or entity which:
3. Does or seeks to do business with Snowboard Ontario or,
4. Does or seeks to compete with Snowboard Ontario or,
5. Has received, is receiving, or is seeking to receive a Contract or Transaction with Snowboard Ontario
6. No staff member may attempt to influence SO’s operational decisions based on any criteria other than the best interests of SO.

**Declaration**

Upon assuming a staff position, all staff members shall sign a standard written declaration that commits him or her to avoid all conflicts of interest in his or her dealings for SO and to disclose any relevant interests in accordance with this policy.

**Disclosure**

1. All staff members shall disclose to the Executive Director any interest they may have, other than as staff members, in any matter in which the staff member is involved in their role as staff member at SO. Where the Executive Director concludes that a staff member has or may have a conflict of interest, the Executive Director shall take whatever steps are necessary to ensure that the staff member does not make a decision or take action while in a conflict of interest. This may include requiring the staff member to withdraw from a meeting, or ensuring that a decision that normally would be made by the staff member is made by another staff member.
2. Where a staff member discloses a conflict of interest or potential conflict of interest that is relevant to a staff member’s participation in a staff meeting of committee meeting, the minutes of the meeting(s) shall record that a declaration was made and the actions that were taken in response.
3. Any staff member who believes another staff member or board member is in a conflict of interest with SO has a duty to report this to the Executive Director and or the board of directors as soon as possible. The Executive Director and/or the board of directors shall determine if a conflict exists and take the required steps to address it.
4. Where a potential conflict of interest is reported to the Executive Director, the staff member involved in the potential conflict of interest shall abide by the direction of the Executive Director. The Executive Director shall file a report regarding the conflict of interest and the actions taken in the staff member’s personnel file.
5. Where the conflict of interest involves the Executive Director, the disclosure required shall be made to the President, and any determination and direction as a result of the disclosure shall be made by the board of directors.

**Review of policy**

This policy shall be reviewed annually by the governance committee of the board of directors. Any changes to the policy shall be communicated immediately to all staff members.