

# **NANAIMO PICKLEBALL CLUB**

## **CONFLICT OF INTEREST POLICY**

### **1. POLICY STATEMENT**

Nanaimo Pickleball Club shall strive to identify, reduce and where possible eliminate all instances of conflict of interest by being prudent and forthcoming about potential conflicts. This Policy describes how Nanaimo Pickleball Club members should conduct themselves in matters relating to conflicts of interest and clarifies how individuals will make decisions in situations where a conflict of interest may exist.

### **2. CONTEXT/BACKGROUND**

Individuals who act on behalf of Nanaimo Pickleball Club have a duty first to Nanaimo Pickleball Club and second to any personal stake they have in the operations of Nanaimo Pickleball Club.

### **3. APPLICATION**

This Policy applies to all individuals participating in Nanaimo Pickleball Club as directors, volunteers or committee members.

### **4. ROLES / RESPONSIBILITIES**

Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between an individual's personal interest and the interests of Nanaimo Pickleball Club, shall always be resolved in favour of Nanaimo Pickleball Club.

Individuals will not:

- Engage in any business or transaction or have a financial or other personal interest that is incompatible with their official duties with Nanaimo Pickleball Club, unless such business, transaction or other interest is properly disclosed to Nanaimo Pickleball Club and approved by Nanaimo Pickleball Club.
- Knowingly place themselves in a position where they are under obligation to any person or organization who might benefit from special consideration or who might seek preferential treatment. In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends or colleagues have an interest, financial or otherwise.
- Derive direct or indirect personal benefit from information that they have acquired while fulfilling their official duties with Nanaimo Pickleball Club if such information is confidential or not generally available to the public.

- 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 Nanaimo Pickleball Club or in which they have an advantage or appear to have an advantage based on their association with Nanaimo Pickleball Club, unless disclosed to Nanaimo Pickleball Club prior to such engagement.
- Without the permission of Nanaimo Pickleball Club use property, equipment, supplies or services for activities not associated with the performance of their official duties with Nanaimo Pickleball Club.
- Place themselves in positions where they could, by virtue of being a Nanaimo Pickleball Club member, influence decisions or contracts from which they could derive any direct or indirect benefit.
- 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 Nanaimo Pickleball Club member.

## **5. IMPLEMENTATION**

Individuals shall disclose real or perceived conflicts of interest to Nanaimo Pickleball Club's Board of Directors (the Board) immediately upon becoming aware that a conflict of interest may exist. Disclosure shall be via submitting a Declaration Form (see copy below) via email to the Club President.

Individuals shall also disclose all affiliations with other organizations that may have relationships with or conflicts with pickleball or Nanaimo Pickleball Club. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, officer or director.

### **5.1. Minimizing Conflicts of Interest in Decision Making**

Decisions and transactions that involve a conflict of interest that have been proactively disclosed by an individual or become known via other means will be decided with the following additional provisions:

- The nature and extent of the individual's interest has been fully disclosed to the body that is making the decision and this disclosure is recorded or noted.
- The individual may be asked to recuse themselves from all related discussions.
- The individual will not be allowed a vote.
- For board-level decisions, the individual will not count toward quorum.
- The decision is confirmed to be in the best interests of Nanaimo Pickleball Club.

For potential conflicts of interest involving volunteers or contractors, the Board will determine whether there is a conflict and, if one exists, the volunteer or contractor will resolve the conflict by ceasing the activity that gave rise to the conflict.

## **5.2. Conflict of Interest Complaints**

Any person who believes that an individual has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the Board to be addressed under Nanaimo Pickleball Club's Complaints Policy.

If a situation arises during a meeting, a complaint may be lodged orally at the time. Any record of meeting notes or minutes shall include such notification and related discussion.

The Board will decide appropriate measures to eliminate the conflict as quickly as possible.

If the individual acknowledges and removes the conflict of interest, that may eliminate the need for further discussion and decision.

If the conflict situation is not affectively addressed in a timely manner, a formal Complaint may be filed.

## **5.3. Decision**

The Board if on receipt of a conflict notification, may depending on the level of the perceived conflict pre-emptively impose a temporary suspension of designated activities, pending a formal meeting and a decision of the Board.

If the conflict cannot be resolved easily and quickly, a formal complaint should be initiated. In all conflict of interest cases all decisions and sanctions must be with majority Board approval.

## **5.4. Sanctions**

The Board may apply the following actions singly or in combination for conflicts of interest:

- Removal or temporary suspension of certain responsibilities or decision-making authority
- Removal or temporary suspension from a designated position.
- Removal or temporary suspension from certain teams, events and/or activities
- Expulsion from Nanaimo Pickleball Club
- Other actions as may be considered appropriate for the real or perceived conflict of interest

Failure to comply with an action as determined by the Board will result in automatic suspension from Nanaimo Pickleball Club until compliance occurs.

## **6. RESULTS**

All potential conflicts of interest will be identified early and managed in order to eliminate the possibility of a conflict of interest, mitigate/manage the impact of such conflict and identify means to prevent in the future.

## **7. COMING INTO FORCE**

This policy shall come into force on May xx, 2023

## **Conflict of Interest Declaration Form**

I have read Nanaimo Pickleball Club's Conflict of Interest Policy. I agree to be bound by the obligations contained therein and I commit to avoid any real or perceived conflict of interest. I also commit to disclosing the existence of any real or perceived conflict of interest to the Board as soon as it is known to me.

I declare the following interests which may represent a potential conflict of interest:

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Name

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Signature

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Date