

CONFLICT OF INTEREST POLICY AND GUIDELINES

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INTRODUCTION

Directors, Officers, Committee members and staff of the British Columbia Wrestling Association (BCWA) are bound to act honestly, in good faith and in the best interests of the BCWA. Consistent with such standards of conduct, conflicts of interest and the appearance of conflicts of interest are to be avoided where possible and acted upon in an open and transparent manner when encountered.

We must be impartial and fair in our dealings with BCWA members, volunteers, staff, suppliers and sponsors and the general public.

OBJECTIVE

This policy is aimed at avoiding conflict of interest within the BCWA and to maintain fair and ethical interactions between members of the BCWA and those who work, volunteer and do business with the BCWA.

DEFINITIONS

A conflict of interest arises in any situation in which a Board, Committee, Staff member or representative is influenced, or could be influenced, in an organizational decision by personal, financial, business or other concerns.

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

APPLICATION

This Conflict of Interest Policy shall apply to all members of the Board of Directors, Committee Members, staff, and representatives of the BCWA.

POLICY STATEMENTS

Members of the Board of Directors, staff and representatives of the BCWA shall not:

- i) Engage in any business or transaction or have a financial or other personal interest which is incompatible with the discharge of their duties and obligations to the BCWA,
- ii) Accord, in the performance of their duties and obligations, preferential treatment to relatives or friends or to organizations in which they or their relatives or friends have an interest, financial or otherwise,
- iii) Benefit from the use of information acquired during the course of their official duties, which is generally not available to the public,
 - All proceedings, minutes, notes etc. which are part of the function of the association are the property of the association and must be retained by the BCWA after the individual is no longer in a position of trust in the association. This particularly applies to BCWA members of the Board of Directors and staff.

iv) Accept any gift that could reasonably be construed as being given in anticipation or recognition of special consideration by the BCWA.

PROCEDURE FOR DISCLOSURE

i) Individuals who are elected, appointed or hired to positions within the BCWA will disclose their potential conflict of interest in the following manner:

- In addition to the foregoing, whenever a Board member, staff person or representative considers that he or she could be, or could potentially be, in a conflict of interest as defined within this policy, he or she shall disclose this conflict to the Board of Directors.
- Any other Board member or staff person who feels that another Board member or Staff person is in a conflict of interest can raise the matter with the Board of Directors.

ii) If a Board member or Staff person is in doubt as to whether or not a conflict of interest situation exists, he or she should provide disclosure to the Board of Directors.

PROCEDURE FOLLOWING DISCLOSURE

Once a Board member or Staff person has provided disclosure of a conflict of interest with respect to a particular matter to be considered or decision to be made, the following principles shall apply:

i) The individual in conflict of interest may not participate in discussion of this matter as an advocate on his or her own behalf, either formally at the meeting or informally through private contact, communication, or discussion, unless such participation is approved by a majority vote of the other Directors,

ii) Except where participation in discussions has been properly approved as noted in (i) above, the Board member or Staff person shall not be present at that portion of the meeting when matters in which they have conflict of interest are considered, and

iii) The individual in a conflict of interest shall not participate in any vote on the matter.

DOCUMENTATION

In the case of members of the Board of Directors and the staff, disclosure shall be recorded on the appended Disclosure Statement and summarized in the Minutes of the Board of Directors meeting.

Documentation relating to conflict of interest situations will be recorded in the Minutes of the Board of Directors meetings. All conflicts that are reported and recorded will be communicated to the Board of Directors through the publication of these Minutes.

Should the status of a Director or staff member change during the period of their service to the BCWA, that individual would note the change in status as follows:

- Board of Directors and staff member – immediately at the time of the change of status via a Disclosure Statement or the withdrawal of a previous Disclosure Statement, and
- Committee member – via a verbal declaration at the beginning of the next meeting of that committee.

Disclosure Statement

As a member of the BCWA Board of Directors/staff I understand that I must indicate in writing all affiliations with other bodies which do business with the BCWA, particularly if these affiliations could provide a personal benefit to myself or those associated with me.

Name of organization related interest

Nature of the conflict of to the conflict of interest

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

It is my understanding that this information will be retained in the files of the Executive Director of the BCWA for the duration of my service and will not be made public. I understand that the information may be shared with the Board Members of the BCWA.

Name: (Please Print) _____

Signature: _____

Date: _____