



## Conflict of Interest Policy

**“Organization” refers to: Manitoba Freestyle Ski Association Inc.**

### Definitions

1. The following terms have these meanings in this Policy:
  - a. *“Conflict(s) of Interest”* – Any situation in which a Participant’s decision-making, which should always be in the best interests of the Organization, is influenced or could be influenced by personal, family, financial, business, or other private interests
  - b. *“Non-Pecuniary Interest”* - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss
  - c. *“Participants”* – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
  - d. *“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

### Purpose

3. The Organization strives to reduce and eliminate nearly all Conflicts of Interest at the Organization – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Participants will conduct themselves in matters relating to conflict of interest, and will clarify how Participants shall make decisions in situations where Conflicts of Interest may exist.
4. This Policy applies to all Participants.



## Obligations

5. Any real or perceived Conflict of Interest between a Participant's personal interest and the interests of the Organization, shall always be resolved in favour of the Organization.
  
6. Participants will not:
  - a. Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the Organization, unless such business, transaction, or other interest is properly disclosed to the Organization and approved by the Organization
  - b. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment
  - c. 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
  - d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Organization, if such information is confidential or not generally available to the public
  - e. Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a Participant, or in which they have an advantage or appear to have an advantage on the basis of their association with the Organization
  - f. Without the permission of the Organization, use the Organization's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Organization
  - g. Place themselves in positions where they could, by virtue of being a Participant, influence decisions or contracts from which they could derive any direct or indirect benefit
  - h. 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 Participant

## Disclosure of Conflict of Interest



7. On an annual basis, or immediately upon becoming aware that a Conflict of Interest may exist, all the Organization's Directors and candidates for election to the Board, officers, and committee members will disclose to the Organization's Board of Directors any real or perceived Conflicts of Interest that they might have.
8. Immediately upon becoming aware that a Conflict of interest may exist, all Participants must disclose any real or perceived conflict of interest as follows:
  - a. Directors, Officers, Committee Members, candidates for election to the Board, and the senior staff person (when employed) must disclose real and perceived conflicts of interest to the Board
  - b. Coaches, volunteers, managers, and other Participants must disclose real and perceived conflicts of interest to their immediate supervisor (e.g., team manager, staff person, other volunteer, etc., as applicable)
9. Participants shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director.

### **Minimizing Conflicts of Interest in Decision-Making**

10. Decisions or transactions that involve a Conflict of Interest that has been disclosed by a Participant will be considered and decided by the Board of Directors with the following additional provisions:
  - a. The nature and extent of the Participant's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
  - b. The Participant does not participate in discussion on the matter
  - c. The Participant abstains from voting on the decision
  - d. For board-level decisions, the Participant does not count toward quorum
  - e. The decision is confirmed to be in the best interests of the Organization
11. For potential Conflicts of Interest involving employees, the Organization's Board of Directors will determine whether there is a Conflict of Interest and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. The Organization will not restrict employees from accepting other employment



contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with the Organization or give rise to a Conflict of Interest.

### **Conflict of Interest Complaints**

12. Any person who believes that a Participant may have a Conflict of Interest should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the Organization's Board of Directors who will decide appropriate measures to eliminate the Conflict of Interest, if one exists. The Board may apply any one or more of the following actions, if a Conflict of Interest is determined to exist:
- a. Removal or temporary suspension of certain responsibilities or decision-making authority
  - b. Removal or temporary suspension from a designated position
  - c. Removal or temporary suspension from certain teams, events and/or activities
  - d. Expulsion from the Organization
  - e. Other actions as may be considered appropriate for the real or perceived conflict of interest
13. Any person who believes that a Participant has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the Organization to be addressed under the Organization's *Discipline and Complaints Policy*.
14. Failure to comply with an action as determined by the Board of Directors will result in automatic suspension from the Organization until compliance occurs.
15. The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

<b>PSO Board of Directors Approval Date:</b>	<u>April 10, 2025</u>
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