



CONFLICT OF INTEREST

All employees, directors, and committee members of Ringette Ontario are expected to arrange their private affairs in a manner that will prevent conflicts of interest from arising or from appearing to arise. They should not place themselves in a position where they are under obligation to any person who might benefit from special consideration or favor on their part or seek, in any way, to gain special treatment from them. Equally, employees, directors and committee members should not have a pecuniary or other interest that could conflict or appear to conflict in any manner with the discharge of their duties and responsibilities.

CONFLICT OF INTEREST GUIDELINES

As the following are considered to have the potential of being in conflict or appearing to be in conflict, they are to be disclosed to and are subject to review and advice by the Executive Director as to what actions, if any, need to be taken depending on the nature of the employee's, directors or volunteers responsibilities and degree of potential or apparent conflict:

- Investment in a supplier or customer or in any other company, partnership, association or commercial entity that has a significant present or prospective business relationship with Ringette Ontario
- Contracts, agreements or undertakings between employees and a supplier, customer or any other company, partnership, association or commercial entity that has a significant present or prospective business relationship with Ringette Ontario
- Seeking or accepting from the aforesaid, directly or indirectly loans (except with banks or other financial institutions at terms and conditions generally available to the public), services, payments, commissions, entertainment or gifts.
- Serving as a director, officer, employee, member or consultant of the aforesaid or of any other organization, if such service could either place on employees demands inconsistent with their duties, call into question their capacity to perform those duties in an objective manner, or cause job performance to suffer.
- Acquisition of real estate or other forms of property of present or prospective interest to Ringette Ontario

As the following are considered to be actual or apparent conflicts of interest, they are to be avoided:

- Using, or appearing to use, or revealing without proper authorization to persons outside the organization, for personal gain, any information acquired during the course of an employee's duties which is not generally available to the public.
- Using, or permitting others to use, Ringette Ontario employees, property, equipment, materials or time for personal gain.
- According preferential treatment beyond the common courtesies usually associated with accepted business practice and prerogatives of office to friends, relatives or to organizations in which the employee or relatives and friends have an interest, financial or otherwise.
- Using the Ringette Ontario name or one's position within Ringette Ontario in such a way as to lend weight or prestige to sponsorship of a potential party or cause or to endorsement, without proper authorization, of a product or service of another company.

IMPLEMENTATION

All Ringette Ontario employees, directors and committee members must comply with these Conflict of Interest Guidelines.

The Executive Director shall be accountable for the dissemination of these Policies and Guidelines to all Ringette Ontario staff, directors and committee members who shall sign, date, and return within 14 days, one of the following declarations:

"I have read and understood the Ringette Ontario Conflict of Interest Guidelines and do hereby certify my full compliance with their provisions. A listing of my business interest is attached".

OR

"I have read and understood Ringette Ontario's Conflict of Interest Guidelines but cannot at this time certify my full compliance with its provisions because I have, or may have, interests which might conceivably be construed as being or appearing to be in actual or potential conflict. I shall, therefore, ask that the matter be reviewed with the Executive Director and take whatever actions deemed necessary".

Any determination as to whether there is a conflict of interest on the part of an employee, director or committee member will rest solely with the Executive Director of Ringette Ontario, and where a conflict of interest is determined to exist, the employee, director or committee member will resolve the conflict by ceasing the activity giving rise to the conflict.