

	Policy Title:	Conflict of Interest Policy
	Adopted:	Grandfathered
	Approved by:	Calgary Aquabelles Board of Directors
	Effective Date:	October 2014
	Pages:	2

### 1) Definitions

- a) "AQB" means the Calgary Aquabelles Artistic Swimming Club.
- b) "AQB Member"- All AQB directors and committee members.
- c) "Conflict of Interest" – A real or seeming incompatibility between one's private interests and one's public or fiduciary duties to the AQB.
- d) "Non-Pecuniary Interest" - Family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.
- e) "Perceived Conflict of Interest" – A perception by an informed person that a conflict of interest exists or may exist.
- f) "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.

### 2) Purpose

- a) The purpose of this Policy is to describe how AQB Members will conduct themselves in matters relating to real or perceived conflicts of interest, and to clarify how AQB will make decisions in situations where conflicts of interest may exist.

### 3) Application

- a) This Policy applies to all AQB Members as defined in the Definitions section.

### 4) Obligations

- a) Any real or perceived conflict, whether pecuniary or non-pecuniary, between a AQB Members' interest and the interests of AQB, must at all times be resolved in favor of AQB.
- b) AQB Members will not:
  - i) Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with AQB, unless such business, transaction or other interest is properly disclosed to AQB and approved by AQB;
  - ii) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
  - iii) In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
  - iv) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with AQB, where such information is confidential or is not generally available to the public;

- v) Use AQB property, equipment, supplies or services for activities not associated with the performance of official duties with AQB without the permission of AQB;
- vi) Place themselves in positions where they could, by virtue of being a AQB Member, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- vii) Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an AQB Member.

**5) Disclosure of Conflict of Interest**

- a) An AQB Member will disclose a Conflict of Interest to the AQB Board of Directors immediately upon becoming aware that there exist real or perceived Conflicts of Interest.
  
- b) Any person who is of the view that a Member of AQB may be in a position of Conflict of Interest may report this matter in writing to the AQB Board of Directors.

**6) Resolving Conflicts in Decision-making**

- a) Decisions or transactions that involve a real or perceived Conflict of Interest that have been disclosed by a AQB Member will be considered and decided upon by the AQB Board of Directors provided that:
  - i) The nature and extent of the AQB Member's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
  - ii) The AQB Member does not participate in discussion on the matter giving rise to the conflict of interest;
  - iii) The AQB Member abstains from voting on the proposed decision or transaction;
  - iv) he AQB Member is not included in the determination of quorum for the proposed decision or transaction; and
  - v) The decision or transaction is in the best interests of AQB.

**7) Enforcement**

- a) Failure to adhere to this Policy may give rise to discipline in accordance with AQB's Discipline and Complaints Policy.