



# CONFLICT OF INTEREST POLICY

## PREAMBLE

The Bowling Federation of Canada is committed to providing a sport environment that is characterized by honesty, excellence, fairness, integrity, open communication and mutual respect.

BFC believes that these values and ideals should guide all our communications and actions.

BFC representatives have the obligation to avoid ethical, legal, financial, or other conflicts of interest and to ensure that their activities and interests do not conflict with their obligation to BFC or its welfare.

## GOAL

To provide a standard of behaviour that prevents exploitation of conflict of interest situations.

## FIELD OF APPLICATION

This policy shall apply to athletes, coaches, officials, volunteers, directors, officers, administrators and members of the Bowling Federation of Canada while engaged in the activities of the organization.

## DEFINITION

Conflict of Interest — Any situation in which an individual or organization representing BFC in any capacity is influenced or could be influenced in a decision by personal, family, financial, business or other interest which over-ride BFC's best interests.

## POLICY

A conflict of interest shall be deemed to exist:

- a. When designated representatives place themselves or can be perceived to have placed themselves in a position where they are under any obligation to any person or organization, which might benefit from improper consideration or favour.
- b. When designated representatives seek or are perceived to seek, gain, receive, or benefit financially from preferential treatment in the discharge of their duties and responsibilities to BFC. Such situations include, but are not limited to, the following:
  1. Participating as a director or officer of a firm which is a supplier of materials or services to BFC.
  2. Entering into an agreement or contract for the sale or manufacture of bowling supplies and/or services with any agency which could be construed as an endorsement of or promotion by BFC.
  3. Having personal financial dealings with an individual or corporation whose business with BFC involves the designated representative's sphere of responsibilities.

4. Making an investment in any situation in anticipation of BFC taking a material interest therein or which results from knowledge of facts not generally available to the public or in anticipation of actions that may be taken by BFC in such a situation.
  5. 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.
  6. Participating in the selection process of any BFC committee if a member of the individual's family is a candidate for selection.
  7. 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.
  8. Advocating or expressing an opinion, either verbally or in writing, which is contrary to the stated policies, decisions or positions of BFC.
- C. If gifts or favours of any kind are exchanged between a designated representative and any individual or corporation whose relationship with BFC involves the designated representative's sphere of responsibilities.
  - d. If designated representatives find themselves in a position of having to determine the allocation of funds to specific projects with which they or a family member could be perceived to be deriving benefit.
  - e. If a designated representative finds himself/herself in a position of evaluating and, subsequently, voting upon a sponsorship proposal from a company or corporation from whom the designated representative works or from whom that designated representative receives benefit (e.g., sponsorship).

## **DISCLOSURE**

Disclosure of conflict of interest shall be made in the following ways:

- A. For those who are nominated for election, they will disclose prior to the election their potential conflict of interest.
- B. When an individual becomes a member of the BFC Board of Directors, he/she shall complete a Declaration of Interests outlining his/her involvement in the sport of bowling.
- C. In addition to the foregoing, whenever a Board or Committee member or staff person considers that he or she could be, or potentially could be, in a conflict of interest as defined within this policy or otherwise, he or she shall disclose this conflict to the Board of Directors.

### **ACTION UPON DISCLOSURE**

Following disclosure of conflict of interest, which could affect the carrying out of the duties of the Board or Committee member or staff person, or where the personal interest is sufficient to appear to influence the objective exercise of his/her official duties, such individual will withdraw from all situations where the conflict exists. When in doubt, the Board of Directors will make the final determination as to the course of action.

Following disclosure of a conflict of interest with respect to a particular decision, the following principles shall apply:

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

Except where participation in discussion has been properly approved as per the above, the Board or staff person shall not be present at that portion of a meeting when matters in which they have an interest are considered; and

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

### **FAILURE TO DISCLOSE**

Where a BFC representative has failed to disclose a conflict of interest, the President will take the following actions:

1. request that the BFC representative's actions be justified in writing;
2. discuss the circumstances at the next Board meeting. Based on the decision of the Board, the BFC representative may be requested to cease those actions that brought about the conflict of interest or withdraw from those BFC activities that cause a conflict of interest. Should the BFC representative continue those actions or activities that have been deemed to be in conflict with the interests of BFC, the BFC representative will be removed from his/her position.

### **DOCUMENTATION**

Documentation relating to conflict of interest situations shall be recorded in the Minutes of the Board of Directors and all Committees of BFC.

### **ADDITIONAL**

In situations where an inflexible application of a policy would produce an excessive result, it is expected the policy will be tempered by appropriate discretion of the Board.

When the Board of Directors determines that exploitation of a conflict of interest has occurred, the Board of Directors will make it public.

If the BFC representative is removed from his/her position and the BFC representative wishes to appeal the decision, a written request for Appeal stating grounds must be submitted in accordance with the BFC Appeals Policy.