CONFLICT OF INTEREST POLICY

This is a Pan-Canadian Policy applicable to Volleyball Canada, Volleyball Nova Scotia, and the Provincial/Territorial Associations.

Definitions

1. The following terms have these meanings in this policy:
    a) "Board" – The Board of Directors of Volleyball Canada and/or a Provincial/Territorial Association, as applicable
    b) "*Conflict of Interest*" – Any situation in which a Representative's participation, which should always be in the best interests of the organization, is influenced or could be perceived to be influenced by personal, family, financial, business, or other private interests
    c) *"Provincial/Territorial Associations"* – the Provincial/Territorial member governing bodies for volleyball in each province/territory
    d) "*Representative"* – An individual(s) employed by, or engaged in activities on behalf of Volleyball Canada or a Provincial/Territorial Association including: coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and directors and officers
    e) *"Organization"* – Volleyball Canada and/or Provincial and Territorial Associations

Purpose

2. Volleyball Canada and Volleyball Nova Scotia strive to reduce and eliminate instances of Conflict of Interest – by being aware, prudent, and forthcoming about potential Conflicts of Interest. This policy describes how Representatives will conduct themselves in matters relating to Conflict of Interest and clarifies how Representatives will make decisions where a Conflict of Interest exists or may exist.

Scope and Application

3. This policy applies to all Representatives.

Obligations

4. Representatives will not:
    a) Put themselves in a Conflict of Interest, whether real or perceived;
    b) Engage in any business or transaction that is incompatible with their official duties with their Organization, unless such business, transaction, or other interest is properly disclosed to the Organization and approved by the Organization
    c) 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
    d) 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
    e) Derive personal benefit from information that they have acquired during fulfilling their official duties with the Organization, if such information is confidential or not generally available to the public
    f) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a Representative, or in which they have an advantage or appear to have an advantage on the basis of their association with the Organization

g) Without the prior permission of their Organization, use the Organization's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Organization
h) Place themselves in positions where they could, by virtue of being a Representative, influence decisions or contracts from which they could derive any direct or indirect benefit
i) 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 Representative

Disclosure of Conflict of Interest

5. Disclosures of Conflict of Interest will be included as an item on the agenda of all meetings of the Board of Directors and/or committees of Volleyball Canada and Volleyball Nova Scotia.

6. Representatives will disclose Conflicts of Interest to their Organization's Board immediately upon becoming aware that a Conflict of Interest may exist.

7. Employees of Volleyball Canada and Volleyball Nova Scotia will disclose any Conflict of Interest to their organization's Chief Executive Officer / Executive Director.

8. Representatives of Volleyball Canada and Volleyball Nova Scotia will disclose any affiliation with any other organizations involved with volleyball. These affiliations include any of the following roles: athlete, coach, manager, referee, employee, volunteer, or director.

Minimizing Conflicts of Interest in Decision-Making

9. When a Representative proactively discloses a Conflict of Interest on a matter, Volleyball Canada or the Volleyball Nova Scotia will ensure:
    a) The nature and extent of the Representative's interest has been fully disclosed and this disclosure is recorded or noted
    b) The Representative does not participate in discussion on the matter
    c) The Representative abstains from voting on the decision
    d) For board-level decisions, the Representative does not count toward quorum
    e) The decision is confirmed to be in the best interests of the Organization

10. For Conflicts of Interest involving employees, the Chief Executive Officer/Executive Director will determine whether there is there a Conflict of Interest and, if one exists, the employee will cease the activity giving rise to the Conflict of Interest.

11. Volleyball Canada and Volleyball Nova Scotia 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 Representative may be in a Conflict of Interest can report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the Organization's Board.

13. The board will take appropriate measures to deal with the Conflict of Interest, including the following actions, singly or in combination:
    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

14. Notwithstanding the procedures set out in the *Discipline and Complaints Policy*, the Board may determine that an alleged of a Conflict of Interest not proactively disclosed is of such seriousness as to warrant suspension of designated activities pending a decision of the Board or a decision pursuant to the *Discipline and Complaints Policy.*

Communication

15. Volleyball Canada and Volleyball Nova Scotia will identify those persons within their respective organizations who will be responsible for implementing this Policy.

Review and Amendment

16. All significant amendments to this policy will be submitted to Volleyball Canada for review by its ad hoc committee on policies.

17. This policy will be reviewed every two years. Any significant policy amendments will be approved by the Volleyball Canada and Volleyball Nova Scotia.

Approval

18. This policy was approved by Volleyball Nova Scotia and its Board of Directors on October 19, 2020.