

FREESTYLE ONTARIO
STAFF CONFLICT OF INTEREST GUIDELINES



In all Staff Conflict of Interest matters, Freestyle Skiing Ontario “FSO” will follow the Rules and Guidelines outlined in the Alpine Ontario Alpine Conflict of Interest Policy.



ALPINE ONTARIO ALPIN

CONFLICT OF INTEREST POLICY

A Introduction

As a non-profit charitable organization, Alpine Ontario Alpin (AOA) has a special concern with preventing any actual or perceived conflicts of interest on the part of staff members.

The goal of this policy is to make staff members aware of the potential for conflicts to arise, and to set out a procedure for dealing with any situations where a conflict of interest may exist or be perceived to exist.

B Definition

- B1.1 A staff member has a conflict of interest in situations where the staff member makes a decision, or participates in making a decision in the carrying out of his or her role, that may directly or indirectly confer a benefit on the staff member or any person with whom the staff member does not deal at arm's length.
- B1.2 A person with whom the member does not deal at arm's length may include a family member, friend, committed partner, business associate or employer.
- B1.3 Examples of conflicts of interest could include:
- A staff member sells supplies to AOA and earns a profit from the sale.
 - A staff member participates in a hiring committee for a position for which the staff member's family member is a candidate.
 - A staff member serves on a board of directors for an agency or organization whose mandate and/or activities conflict with AOA.
 - A staff member chooses to include a family member or friend in a program at AOA that has limited enrolment
 - A staff member gives a family member or friend more favourable treatment or service within a AOA program than is provided to other community members.
 - A staff member has a romantic or sexual relationship with a board member or volunteer and uses the relationship to gain or give influence at AOA.

B2 Staff Member Responsibility

- B2.1 Every staff member shall actively avoid situations in which the staff member, or a family member, friend, committed partner, business associate or employer, benefits financially or materially from his/her relationship with the organization or is perceived to gain such benefit.
- B2.2 No staff member may accept, from any current or potential vendor, contractor, or other entity with a potential or current business relationship with AOA, any cash, benefit, payment, other consideration for personal use or gain, or any in-kind benefit.
- B2.3 No staff member may attempt to influence AOA's operational decisions based on any criteria other than the best interests of AOA.

B3 Declaration

B3.1 Upon assuming a staff position, all staff members shall sign a standard written declaration that commits him or her to avoid all conflicts of interest in his or her dealings for AOA and to disclose any relevant interests in accordance with section B5 of this policy.

B4 Disclosure

B4.1 All staff members shall disclose to the President any interest they may have, other than as staff members, in any matter in which the staff member is involved in their role as staff member at AOA. Where the President concludes that a staff member has or may have a conflict of interest, the President shall take whatever steps are necessary to ensure that the staff member does not make a decision or take action while in a conflict of interest. This may include requiring the staff member to withdraw from a meeting, or ensuring that a decision that normally would be made by the staff member is made by another staff member.

B4.2 Where a staff member discloses a conflict of interest or potential conflict of interest that is relevant to a staff member's participation in a staff meeting or committee meeting, the minutes of the meeting(s) shall record that a declaration was made and the actions that were taken in response.

B4.3 Any staff member who believes another staff member or board member is in a conflict of interest with AOA has a duty to report this to the President and or the board of directors as soon as possible. The president and/or the board of directors shall determine if a conflict exists and take the required steps to address it.

B4.4 Where a potential conflict of interest is reported to the President, the staff member involved in the potential conflict of interest shall abide by the direction of the President. The President shall file a report regarding the conflict of interest and the actions taken in the staff member's personnel file.

B4.5 Where the conflict of interest involves the President, the disclosure required in section B5.1 and B5.3 shall be made to the Chair of the board of directors, and any determination and direction as a result of the disclosure shall be made by the board of directors.

B5 Review of policy

B5.1 This policy shall be reviewed annually by the human resources committee of the board of directors. Any changes to the policy shall be communicated immediately to all staff members.