

	<p>Policy Name: Conflict of Interest</p> <p>Date Approved: January 1, 2025</p> <p>Next Review Date: January 1, 2027</p>
---	--

Conflict of Interest

PREAMBLE

The Dixie Curling Centre (“Dixie”) acknowledges that conflicts of interest indicate a healthy organization that is well connected to the sport and to the organization’s mission. This policy applies to the expected conduct of the Board of Directors, committee members and employees of Dixie, when carrying out the business and activities of Dixie. It enables the Board of Directors, committee members and employees to recognize and declare potential conflicts of interest and outlines the protocol for addressing potential conflicts of interest.

DEFINITIONS

Officials: The word “Official” will be used throughout this document to include all members of Dixie, including the Board of Directors, all committee members and employees.

Conflict of Interest: Officials are considered to be in a “conflict of interest” whenever they themselves, or members of their family, business partners or close personal associates, may personally benefit either directly or indirectly, financially or otherwise, from their position with Dixie.

A conflict of interest may be “real,” “potential” or “apparent”; the same duty to disclose applies to each. Full disclosure in itself does not remove a conflict of interest.

PURPOSE

The purpose of this policy is to outline the expectations of individuals when conducting activities that further Dixie’s programs and services. The policy sets forth guidelines for dealing with conflicts of interest and related matters. It is intended to protect Dixie’s reputation for integrity, and to increase the Board of Directors capacity for effective governance.

POLICY

Dixie's Officials will not:

1. Engage in any business or transactions, or have a financial, or other personal interest which is incompatible with the discharge of their duties and obligations with Dixie.
2. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or favour on their part, or might seek, in any way, preferential treatment.
3. 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.
4. Benefit from the use of information acquired during the course of their duties with Dixie, which is generally not available to the public.
5. Use Dixie property, equipment, supplies or services of consequence for activities not associated with the discharge of official duties with Dixie
6. Place themselves in a position where they could influence decisions or contracts from which they could derive any direct or indirect benefits or interest.
7. Accept any gift that could reasonably be construed as being given in anticipation of recognition or of special consideration by Officials of Dixie.
8. In addition, engage in any outside work, activity or business undertaking that conflicts or appears to conflict with their duties as Officials with Dixie.

Procedure for Disclosure

Individuals who are elected, appointed or hired to positions within Dixie, will disclose their potential conflict in the following manner:

1. Whenever an Official considers that they could be, or could potentially be, in a conflict of interest as defined within this policy, they will disclose this conflict to the President of the Board of Directors immediately.
2. Any Official who feels that another Official is in a conflict of interest, will report the matter to the Chair of the Board of Directors at any time.
3. If an Official is in doubt as to whether or not a conflict of interest situation exists, they should provide disclosure to the Chair of the Board of Directors immediately.

Procedure Following Disclosure

Once an Official has provided disclosure of a conflict of interest with respect to a particular matter to be considered or decision to be made, the following principles apply:

1. The individual in the conflict of interest may not participate in discussion of this matter as an advocate on his or her own behalf, either formally at the meeting or informally through private contact, communication or discussion, unless such participation is approved by a majority vote of the Board of Directors or Committee Members.
2. The individual in a conflict of interest will not participate in any vote on the matter.
3. Documentation relating to conflict of interest situations will be recorded in the Minutes of the Dixie Board of Directors meetings and all relevant committees of Dixie.

Sanctions for Failure to Adhere to this Policy

1. The Executive of the Board of Directors (Chair, Vice Chair, Treasurer and Secretary) will review the situation and, if required, will convene a meeting with the individual who is alleged to have failed to adhere to this policy, and will make a recommendation to the Dixie Board of Directors as to its findings and any appropriate sanction. The final decision regarding a breach of this policy rests with the Dixie Board of Directors.
2. In investigating the matter, convening a meeting, recommending sanctions, and deciding the outcome of any breach of this policy, both the Executive of the Board of Directors and the Board of Directors will respect the principles of procedural fairness.