ATHLETICS IN CANADA CONFLICT OF INTEREST POLICY

1. **Policy Statement**

   Athletics Canada (AC) and its Provincial/Territorial Branches (Henceforth referred to as "Governing Bodies") are committed to good governance, ethical conduct, and fostering a safe, respectful, and welcoming environment in athletics at all levels – National, Provincial/Territorial, and Club.

   The Governing Bodies expect individual members (e.g. coaches, officials, employees, committee members, and Board members) at all levels of operation, to uphold the highest standards of personal and professional competence, integrity, and impartiality. In carrying out their duties, individuals must act honestly and avoid any situation in which decision-making is, or could reasonably be perceived to be, influenced by personal interests.

2. **Purpose**

   This Policy has been developed to address the need to avoid conflicts of interest at all levels of operation, including in the actions of the organization, in decisions of the Board of Directors, committees, coaches, officials, and in the work of staff and volunteers.

   This Policy forms part of the Governing Bodies' overall National Safe Sport Program and applies to all individuals involved in governance, decision-making, and advisory roles within the Governing Bodies. This Policy is to provide guidance in identifying, avoiding, disclosing, and managing actual, potential, or perceived conflicts of interests, and to ensure that decisions are made objectively and transparently.

3. **Application**

   This Policy applies to:

   - Members of the Board of Directors
   - Members of Board committees and other committees
   - Officials
   - Coaches
   - Employees
   - Volunteers
   - Athletes when acting in a decision-making or advisory capacity

   This Policy applies to operations at all levels of the sport – National, Provincial/Territorial, and Club.

4. **Definition of Conflict of Interest**

A conflict of interest exists when an individual's personal, professional, business, financial, or other private interests interfere, or could reasonably be perceived to interfere, with the individual's ability to act objectively.

Conflicts of interest include:

- Actual conflicts
- Potential conflicts
- Perceived conflicts

Conflicts may be pecuniary or non-pecuniary in nature.

5. **General Obligations**

All individuals subject to this Policy must always:

- Act honestly, in good faith, and in the best interests of the organization
- Exercise their powers properly, and their discretion reasonably and for the purpose for which they are conferred
- Comply with the respective Governing Bodies' Bylaws, policies, and applicable legislation.
- Avoid actual, potential, or perceived conflicts of interest.

While conflicts of interest arise naturally and are not inherently improper, they become problematic when they are not recognized, disclosed, or properly managed.

6. **Prohibited Conduct**

Individuals subject to this Policy shall not:

- Engage in any business, transaction, or activity, or hold any financial or personal interest, that is incompatible with their duties to the Governing Bodies unless properly disclosed and approved;
- Place themselves under any obligation to a person or organization that might seek preferential treatment from the Governing Bodies;
- Give or be perceived to give preferential treatment to family members, friends, colleagues, or organizations with which they are associated;
- Derive personal benefit from confidential or non-public information obtained through their role with the Governing Bodies;
- Engage in outside employment or activities that conflict or appear to conflict with their duties to the Governing Bodies;

- Without the proper permission, use the Governing Bodies' property, equipment, or services for non-authorized purposes;
- Influence or attempt to influence decisions or contracts from which they could derive direct or indirect benefit;
- Solicit or accept gifts, favors, or benefits that could reasonably be construed as influencing decision-making.

7. Awareness and Ongoing Responsibilities

Individuals are responsible for identifying circumstances that may give rise to:

- An actual conflict of interest.
- A potential conflict of interest.
- A reasonably perceived conflict of interest.

Conflicts of interest may arise at any time and must be addressed proactively.

8. Disclosure

All actual, potential, or perceived conflicts of interest must be disclosed as soon as they are identified.

Disclosure requirements include:

- Completion of a Conflict of Interest Declaration upon appointment (see appendix A)
- Written disclosure if circumstances change.
- Verbal declarations as necessary

Disclosures shall be made to the relevant appointing or governing authority responsible for the individual's role. Examples include, but are not limited to:

- the President/Chair of the Board or their designate (in the case of directors)
- the Committee Chair (in the case of committee members)
- the Executive Committee (in the case of a President/Chair of the Board).
- the Chief Executive Officer or direct Manager (in the case of a staff person)

9. Decision Making

An individual who has disclosed a conflict of interest shall:

- Refrain from participating in discussions, deliberations, or decisions related to the matter
- Abstain from voting on the matter
- Leave the meeting, where appropriate, while the matter is considered

10. **Breach of Policy**

    Failure to comply with this Policy, including failure to disclose a conflict of interest or to follow recusal requirements, constitutes a breach of this Policy and may give rise to discipline, as determined by the governing authority responsible for the individual's role.

11. **Review and Approval**

    This Policy shall be reviewed periodically by the Athletics Canada Safe Sport Committee and amended as necessary to ensure ongoing compliance with the Governing Bodies' governance framework.

Appendix A - Conflict of Interest Declaration

Organization: _____

Name: _____

Role/Position: _____

Term/Date: _____

I hereby declare the following in relation to the Conflict of Interest Policy (the "Policy") of the above-noted organization:

1. I have received, read, and understand the Conflict of Interest Policy.
2. I acknowledge my obligation to comply with the Policy at all times while serving in my role.
3. I understand that a conflict of interest may be real, potential, or perceived, and may be financial or non-financial in nature.
4. I understand that I have a continuing obligation to disclose any real, potential, or perceived conflict of interest as soon as it arises.
5. I agree to recuse myself from discussions, decisions, or actions where I have a declared or identified conflict of interest, in accordance with the Policy.
6. I confirm that the statements made in this declaration are true and complete to the best of my knowledge.

Please check one:

☐ **I declare that I do not currently have any real, potential, or perceived conflict of interest as defined in the Policy.**

☐ **I declare the following real, potential, or perceived conflict(s) of interest (attach additional pages if necessary):**

If my circumstances change, I agree to promptly submit an updated Conflict of Interest Declaration and to disclose the matter in accordance with the Policy.

Signature: _____

Date: _____