



BOWLS CANADA BOULINGRIN

Conflict of Interest Policy

Definitions

1. The following terms have these meanings in this Policy:
 - a. “*Conflict of Interest*” – A situation where an individual, or the organization they represent or has an interest in, has a real, potential or perceived, direct or indirect competing interest with BCB activities. This competing interest may result in the individual, or entities in which they have an interest, being in a position to benefit from the situation or in BCB not being able to achieve a result which would be in the best interest of BCB.
 - b. A real or seeming incompatibility between one’s private interests and one’s public or fiduciary duties.
 - c. “*Pecuniary Interest*” - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
 - d. “*Non-Pecuniary Interest*” - Family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.
 - e. “*Perceived Conflict of Interest*” – A perception by an informed person that a conflict of interest exists or may exist.
 - f. “*BCB Representatives*”- All individuals employed by BCB and BCB directors, committee members, and other volunteers who are decision-makers within BCB.

Purpose and Application

2. The purpose of this Policy is to describe how BCB Representatives will conduct themselves in matters relating to real or perceived conflicts of interest, and to clarify how BCB will make decisions in situations where conflicts of interest may exist.
3. This Policy applies to all BCB Representatives as defined in the Definitions section.

Statutory Obligations

4. BCB is incorporated under the *Canada Corporations Act* (“*Act*”) and is governed by the *Act* in matters involving real or perceived conflict between the personal interests of a director or officer (or other individual involved in decision-making or decision-influencing roles) and the broader interest of the Corporation.
5. Under the *Act*, any real or perceived conflict, whether pecuniary or non-pecuniary, between a director’s or officer’s interest and the interests of BCB must at all time be resolved in favor of BCB.

Additional Obligations

6. In addition to fulfilling all requirements of the *Act*, BCB Representatives will also fulfill the additional requirements of this policy. BCB Representatives will not:
 - a. Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with BCB, unless such business, transaction or other interest is properly disclosed to BCB in accordance with this Policy;
 - b. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
 - c. In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
 - d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with BCB, where such information is confidential or is not generally available to the public;
 - e. Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of BCB, or in which they have an advantage or appear to have an advantage on the basis of their association with BCB;
 - f. Use BCB property, equipment, supplies or services for activities not associated with the performance of official duties with the BCB without the permission of BCB;
 - g. Place themselves in positions where they could, by virtue of being an BCB Representative, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
 - h. Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a BCB Representative.

Disclosure of Conflict of Interest

7. On an annual basis, all BCB Representatives will complete a written statement disclosing any real or perceived conflicts that they might have.
8. At any time that an BCB Representative becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict to the Board of Directors immediately.
9. Any person who is of the view that a BCB Representative may be in a position of conflict of interest may report this matter to the Board.

Resolving Complaints of a Real or Perceived Conflict of Interest

10. Upon receipt of a complaint, the Board of Directors will determine whether or not a conflict of interest exists provided the alleged BCB Representative has been given notice of and the opportunity to submit evidence and to be heard at such meeting.
11. After hearing the matter, the Board of Directors will determine whether a real or perceived conflict of interest exists and if so what appropriate actions will be imposed.

12. Where the BCB Representative accused of being in a real or perceived conflict of interest acknowledges the facts, he or she may waive the meeting, in which case the Board of Directors will determine the appropriate actions.
13. If the BCB Representative accused of being in a real or perceived conflict of interest chooses not to participate in the meeting, the meeting will proceed in any event.
14. The Board of Directors may apply the following actions singly or in combination for real or perceived conflicts of interest:
 - 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 BCB teams, events and/or activities;
 - d. Expulsion from BCB;
 - e. Other actions as may be considered appropriate for the real or perceived conflict of interest.
15. Failure to comply with an action as determined by the Board of Directors will result in automatic suspension of membership in BCB until such time as compliance occurs.
16. The Board of Directors may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board of Directors.

Resolving Conflicts in Decision-making

17. Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by a BCB Representative may be considered and decided upon by BCB Board of Directors provided that:
 - a. The nature and extent of the BCB Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
 - b. The BCB Representative does not participate in discussion on the matter giving rise to the conflict of interest;
 - c. The BCB Representative abstains from voting on the proposed decision or transaction;
 - d. The BCB Representative is not included in the determination of quorum for the proposed decision or transaction; and
 - e. The decision or transaction is in the best interests of BCB.

BCB Decision-Makers

18. BCB Members wishing to obtain a position as a decision-maker (Director, Officer, Committee Member, and Official) within BCB must declare their professional interests and any potential conflict of interests prior to being declared eligible by the Board of Directors for a position as a decision-maker within BCB.
19. In the event that a BCB Member neglects to disclose a professional interest or any potential conflicts of interest, this Policy will apply.

20. The following individuals cannot be elected or appointed as a decision-maker of BCB:
- a. Employees of BCB and its Provincial/Territorial Members for the duration of their employment.
 - b. BCB Members who are hired to perform specific work for BCB, either individually or any association with a corporation for the duration of the specific work.
 - c. Sponsors, merchants or producers of lawn bowling athletic equipment and apparel.

Decision Final and Binding

21. Any decision of the Board of Directors in accordance with this Policy may be appealed in accordance with the BCB's Dispute Resolution Policy.