



## **CONFLICT OF INTEREST**

### ***INTRODUCTION***

Conflicts of interest may arise from time to time in the affairs of the Bulkley Valley Cross Country Ski Club (BVXCSC), the club, where the private interests of an individual interfere with his/her official duties and responsibilities. The conflicts may be real or they may simply be perceived. In either case, the club will endeavor to protect itself, its volunteers and its employees (contracts) from poor community and member relations through an open and clear process that is widely circulated. The following paragraphs outline principles and examples that should provide sound guidance to resolve potential conflicts. Good judgment will also be required in the application of the principles.

### ***OBJECTIVE***

The objective of the guideline is to enhance member and community confidence in the integrity of all volunteers and employees of the club by establishing clear rules of conduct respecting conflict of interest for its volunteers and employees.

### ***PRINCIPLES***

Volunteers and employees shall perform their official duties in a manner that will conserve and enhance member and community confidence and trust in the integrity, objectivity and impartiality of the club.

Volunteers and employees should not have private interests that would be affected by the club actions in which they participate.

Volunteers and employees shall not solicit or accept transfers of economic benefit, other than incidental gifts, customary hospitality, or other benefits of nominal value, from persons or organizations having dealings with the club unless the transfer is pursuant to an enforceable contract or property right of the volunteer or employee. Such benefits may be accepted with the written consent of the board of directors.

The basic principle is that neither benefits received nor private interests of an individual should influence the objectivity and impartiality of their judgments in the performance of their duties and responsibilities.

Care must be taken to avoid being placed under obligation to any person or organization that might profit from special consideration by a volunteer or an employee.



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## **COMPLIANCE MEASURES**

Volunteers and employees can comply with the guidelines by:

- 1. avoiding activities or situations that would place them in a real, potential or apparent conflict of interest relative to their official duties and responsibilities.*
- 2. providing transparency to the board of directors with respect to ownership of an asset, or receipt of a gift, hospitality or other benefit,*
- 3. Volunteers and employees should not participate in decisions from which they or their immediate family may derive a benefit, either directly or indirectly. Where discussions related to such decisions take place, the volunteer or employee must identify his/her potential conflict of interest and refrain from participating in the discussion and decision.*
- 4. Negotiation of contracts for goods, services or employment should be reviewed by the Board of Directors to ensure that all potential conflicts are identified and resolved. In the situation where a conflict of interest is likely to arise due to the supply of goods or services by a volunteer or employee to the club, proper and open tendering procedures must be followed. A volunteer or employee may still receive a contract as long as all those making the decision are aware of the potential conflict and the decision is impartial.*

## **AUTHORITY**

This policy is approved by and promulgated under the authority of the BVXCSC Board of Directors (BOD).

BVXCSC BOD November 13, 2007