



PACIFICSPORT FRASER VALLEY (“PSFV”) CONFLICT OF INTEREST POLICY

Reviewed and Approved by PSFV Board – [September 2023]

PURPOSE

1. The commitment of PSFV is to achieve its Vision, Mission and Objectives by performing its duties in a manner that maintains and enhances public confidence and trust in the integrity, objectivity and impartiality of the Society. Trust and mutual respect are the cornerstones of any relationship between the public and the Society.
2. The purpose of this *Conflict of Interest Policy* (the “Policy”) is to clarify the Society’s expectations of its directors and staff and re-affirm the commitment to achieve the Vision, Mission and Objectives by engaging in relationships that are ethical and transparent.
3. The Policy provides a guide for appropriate, consistent behavior in decision making. It brings together the principles contained in various policies and plans, but it is not intended to be exhaustive. It provides general principles and direction regarding approaches or methods to settle related questions or concerns.
4. PacificSport Fraser Valley also accepts all language contained in the [British Columbia Universal Code of Conduct \(BC UCC\)](#).

SCOPE

5. This policy applies to all Directors, staff, and volunteers at PSFV (“Stakeholder”).

CONFLICTS OF INTEREST

6. A conflict of interest refers to a situation in which a direct or indirect personal and/or financial interest may be perceived to affect the ability of directors and/or staff to act in the best interest of the Society. Examples include, but are not limited to, using a position, confidential information, organization time, material, or facilities, for private gain or advancement, or for the expectation of private gain or advancement.
7. A conflict may occur when an interest benefits the family, friends or business associates of any Stakeholder. Any behaviour, which is, or could be perceived as, a conflict is prohibited and should be identified and resolved before consummating any part of any affected transaction.
8. Common areas of potential conflicts include the following:
 - a) Material and direct personal involvement with sponsors, suppliers, vendors, contractors or customers, such as ownership of a material interest in such an entity, acting in any acting in any material capacity in such an entity, or acceptance of material payments, services or loans from such an entity;
 - b) Ownership of property directly and specifically affected by Society action or acquired as a result of confidential information obtained from the Society;
 - c) In the case of the directors and/or staff, outside employment which might materially have a





- negative impact on performance or efficiency; or
d) Using a position with the Society to solicit or conduct business for personal benefit or gain.

9. Nothing in this policy is intended to imply a conflict of interest when the Stakeholder has no actual knowledge of the relationship or involvement that may create a conflict.

CONFIDENTIAL INFORMATION

10. Stakeholders must not engage in any financial transactions, contracts, or private arrangements for personal profit, which accrue from, or are based upon, confidential or non public information that they gain by reason of their position with the Society, with the exception for staff of their individual contracts for services or employment with the Society.
11. Confidential information that Stakeholders receive through their office or employment must not be divulged to anyone other than persons who are authorized to receive the information. A Stakeholder must not use information that is gained due to their position, which is not available to the general public, in order to further any private interest.

PREFERENTIAL TREATMENT

12. Stakeholders must not act in their official roles to assist organizations or persons in their dealings with the Society, if this may result in, or potentially appear to result in, preferential treatment to that organization or person.

GIFTS, BENEFITS AND ENTERTAINMENT

13. Stakeholders must make decisions based on an impartial and objective assessment of each situation, free from the influence of gifts, favors, hospitality or entertainment.
14. Stakeholders must avoid both the reality and the appearance of impropriety in their dealings with organizations or individuals.
15. Stakeholders may accept unsolicited gifts, hospitality or other benefits associated with official duties and responsibilities provided that the gifts, hospitality or other benefits are:
- within the normal standards of hospitality;
 - would not bring suspicion on the Stakeholder; and
 - the Stakeholder's objectivity and impartiality and would not be compromised.

LEGAL REQUIREMENTS

16. Stakeholders will comply with all laws relevant to their conduct in relation to Society activities. No Stakeholder, no matter what position or title they hold, is ever expected to commit or condone an illegal act, or to instruct other Stakeholders, clients, or members of PSFV to do so on behalf of the Society.

POST SERVICES RESTRICTIONS

17. Stakeholders, after they leave their positions with PSFV are expected to refrain from taking improper advantage of their previous office. Stakeholders must not allow prospects of outside employment, appointment or investment to create a real or perceived conflict of interest during their appointment with the Society. Stakeholders must continue to observe their duties of confidentiality for two (2) years after they have left their office with PSFV.





POLITICAL ACTIVITIES

18. Stakeholders are free to participate in partisan political activities, outside work or business activities provided that the activities:
- a) do not conflict with their duties as a Stakeholder;
 - b) do not involve the use of knowledge of confidential plans, projects or information of the Society;
 - c) do not negatively influence or affect the ability of a Stakeholder to carry out their Society duties.

COMPLIANCE

19. It is critical to the Society's success that the Society conduct themselves ethically and legally in every aspect of their business activities. All Societies are required to comply with this Policy. The Society can fulfill this responsibility through prudent management practices such as:
- a) leading by example and exhibiting high standards of ethical behaviour;
 - b) ensuring this Policy is clearly communicated to all on a regular basis;
 - c) appropriately investigating situations which may indicate a breach of this Policy;
 - d) dealing with known breaches of this Policy in an appropriate manner.
20. Violations of this Policy will result in the Society taking appropriate action, including possible discharge from employment. The Society should also be aware that potential personal liability does not end with the Society. Depending on the circumstances, an individual may also face civil or criminal charges and penalties.

REPORTING

21. Directors and staff and volunteers have a duty to report any activity which they believe contravenes the law;
- a) represents a real or apparent conflict of interest or a breach of this Policy;
 - b) represents a misuse of Society funds or assets; or
 - c) represents a danger to public health, safety, or the environment; and
 - d) represents any illegal activity.
22. All reported violations will be investigated. Where an investigation determines that a violation has occurred, appropriate action will be taken.

SUMMARY

23. The most important theme in the policy is to act with honesty and with integrity in all matters.
24. The policy is designed to help guide conduct but the policy cannot address every circumstance and is not meant to. It is each person's responsibility to read and understand the policy and to comply with it in both letter and spirit.





Your Personal Commitment to
PACIFICSPORT FRASER VALLEY
Code of Conduct and Conflict of Interest

I acknowledge that I received a copy of THE PACIFICSPORT FRASER VALLEY's Conflict of Interest Policy, that I have read it and that I understand it. I will comply with the Policy. If I learn there has been a violation of the Policy, I will contact the President of the Board or the Executive Director.

Dated: _____

Stakeholder Signature: _____

Stakeholder Name: _____

