

SECTION 3.2

CONFLICT OF INTEREST POLICY AND GUIDELINES

JUNE 2003

CONFLICT OF INTEREST POLICY AND GUIDELINES

INTRODUCTION

Directors, Officers, Committee members and staff of the Canadian Amateur Wrestling Association (CAWA) are bound to act honestly, in good faith and in the best interests of the CAWA. Consistent with such standards of conduct, conflicts of interest and the appearance of conflicts of interest are to be avoided where possible and acted upon in an open and transparent manner when encountered.

We must be impartial and fair in our dealings with CAWA members, suppliers and sponsors and the general public. Their trust, confidence and support of the CAWA mission and objectives are necessary to the successful function of the association. Members of the Board of Directors, Committee members, staff, representatives and decision makers of the CAWA must ensure their interests, or those of people close to them, do not conflict with the impartial performance of their association duties. Any potential, real or perceived, conflict between an individual's interests and those of the association must be resolved in favour of the association.

OBJECTIVE

This policy is aimed at avoiding conflict of interest within the CAWA and to maintain fair and ethical interactions between and among those who work, volunteer and do business with the CAWA.

DEFINITIONS

A conflict of interest arises in any situation in which a Board, Committee, Staff member or representative is influenced, or could be influenced, in an organizational decision by personal, financial, business or other concerns not in the best interests of the CAWA.

Conflicts of interest include both pecuniary and non-pecuniary interests.

In the case of the CAWA Board, being made up in part by designated members from affiliated organizations, significant involvement in the affiliate organization may, from time to time, conflict with their required loyalty to the CAWA. The policy for disclosure noted later in this document should be followed in such cases.

APPLICATION

This Conflict of Interest Policy shall apply to all members of the Board of Directors, Committee Members, to the staff, and representatives of the CAWA.

POLICY STATEMENTS

Members of the Board of Directors, Committee, staff and representatives of the CAWA shall not:

- i) Engage in any business or transaction or have a financial or other personal interest which is incompatible with the discharge of their duties and obligations with the CAWA,
- ii) 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 who might seek, in any way, preferential treatment,
- iii) 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,
- iv) Benefit from the use of information acquired during the course of their official duties, which is generally not available to the public,

All proceedings, minutes, notes etc. which are part of the function of the association are the property of the association and must be retained by the CAWA after the individual is no longer in a position of trust in the association. This particularly applies to members of the Executive Committee and staff.

- v) Engage in any outside work, activity, or business undertaking
 - that conflicts or appears to conflict with their duties as Director, Committee Member, staff or representative of the CAWA,
 - in which they have an advantage or appear to have an advantage derived from their association with the CAWA, or
 - in a professional capacity that will or might appear to influence or affect the carrying out of their duties as a Board member, committee member, staff person or representative of the CAWA.
- vi) Use CAWA property, equipment, supplies or services of consequence for activities not associated with the discharge of their official duties.
- vii) Place themselves in a position where they could derive any direct or indirect benefit or interest from any contacts, the decisions with respect to which, they could influence, or

- viii) Accept any gift that could reasonably be construed as being given in anticipation or recognition of special consideration by the CAWA.

PROCEDURE FOR DISCLOSURE

- a) Individuals who are elected, appointed or hired to positions within the CAWA will disclose their potential conflict of interest in the following manner:
- Immediately following the Annual General Meeting, each Board and staff member shall make written disclosure of their conflicts of interest on the appended form,
 - At the first meeting of a committee following the bi-annual reconstitution of the CAWA committees, each member shall make verbal disclosure of their interests, to be recorded and submitted to the Board of Directors as part of the meeting Minutes.
 - In addition to the foregoing, whenever a Board member, Committee member, staff person or representative considers that he or she could be, or could potentially be, in a conflict of interest as defined within this policy, he or she shall disclose this conflict to the Board of Directors, or
 - Any other Board or Committee member or staff person who feels that another Board or Committee member or Staff person is in a conflict of interest can raise the matter with the Board of Directors.
- b) If a Board or Committee member or Staff person is in doubt as to whether or not a conflict of interest situation exists, he or she should provide disclosure to the Board of Directors.

PROCEDURE FOLLOWING DISCLOSURE

Once a Board or Committee member or Staff person 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 shall apply:

- a) The individual in 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 other Directors or Committee Members,

- b) Except where participation in discussions has been properly approved as noted in (a) above, the Board or Committee member or Staff person shall not be present at that portion of the meeting when matters in which they have conflict of interest are considered, and
- c) The individual in a conflict of interest shall not participate in any vote on the matter.

DOCUMENTATION

In the case of members of the Board of Directors and the staff, disclosure shall be recorded on the appended Disclosure Statement and summarized in the Minutes of the Board of Directors meeting.

Documentation relating to conflict of interest situations will be recorded in the Minutes of the committees of the association. All conflicts that are reported and recorded will be communicated to the Board of Directors through the publication of these Minutes.

Should the status of a Director, committee or staff member change during the period of their service to the CAWA that individual would note the change in status as follows:

- i) Board of Directors and staff member – immediately at the time of the change of status via a Disclosure Statement or the withdrawal of a previous Disclosure Statement, and
- ii) Committee member – via a verbal declaration at the beginning of the next meeting of that committee.

**Conflict of Interest
Disclosure Statement**

Annex 'A'

As a member of the CAWA Board of Directors/staff I understand that I must indicate in writing all affiliations with other bodies which do business with the CAWA, particularly if these affiliations could provide a personal benefit to myself or those associated with me.

Name of organization related to the conflict of interest	Nature of the conflict of interest
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

It is my understanding that this information will be retained in the files of the Executive Director of the CAWA for the duration of my service and will not be made public. I understand that the information may be shared with the Executive Committee of the CAWA.

Name: (Please Print) _____

Signature: _____ **Date:** _____