



Conflict of Interest Policy

Original version approved: October 7, 2011	Policy No: 04-1
Current version approved: November , 2015	Pages: 5
Date of next review: November, 2017	

1. OBJECTIVE

- 1.1. This policy is aimed at avoiding conflict of interest within Cycling Canada (CC), and maintaining fair and ethical interactions between and among those who work for or volunteer with CC, and those who conduct business with or on behalf of CC.

2. FIELD OF APPLICATION

- 2.1. This Conflict of Interest Policy shall apply to all members of the Board, all members of CC Committees (Standing, Program and Ad Hoc), all staff (permanent, term and casual), and all other representatives of CC.

3. DEFINITIONS

- 3.1. Conflict of Interest – a conflict of interest arises in any situation wherein a person to whom this policy applies is influenced, or could be influenced, in an organizational decision by personal, financial, business or other concerns not in the best interests of CC. Conflicts of interest include both pecuniary and non-pecuniary interests.

4. PRINCIPLES

- 4.1. Directors, Committee members, staff and other representatives of CC are bound to act honestly, in good faith and in the best interests of CC. Consistent with such standards of conduct, conflicts of interest and the appearance of conflicts of interest must be avoided where possible and dealt with in an open and transparent manner when encountered.
- 4.2. CC participants, members, partners and supporters, and the general public (collectively, stakeholders), and their support of CC's mission and objectives, are necessary to the success of the association. Directors, Committee members, staff and other representatives of CC must therefore be impartial and fair in their dealings with stakeholders.
- 4.3. Directors, Committee members, staff and other representatives of CC must ensure their interests, and those of people close to them, do not conflict with the impartial performance of their association duties. Any conflict (potential or actual, real or perceived) between the interests of a Director, Committee member, staff member or other representative of CC, and those of the association must be resolved in favour of the association.

5. POLICY STATEMENT

5.1. Directors, Committee members, staff and representatives of CC shall not:

- 5.1.1. Engage in any business or transaction or have a financial or other personal interest which is incompatible with the discharge of their duties or obligations in regards to CC,
- 5.1.2. Knowingly place themselves, or allow themselves to be placed, in such a position as to be 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,
- 5.1.3. Accord, in the performance of their duties or obligations, preferential treatment to a relative or friend, or to any organization in which they or their relative or friend has an interest, financial or otherwise,
- 5.1.4. Benefit from the use of information which is acquired during the course of their official duties, and which is not generally available to the public,
- 5.1.5. Engage in any outside work, activity or business undertaking i) that conflicts or appears to conflict with their duties or obligations in regards to CC, ii) in which they have an advantage or appear to have an advantage derived from their association with CC, or iii) in a professional capacity that will or might appear to influence or affect the carrying out of their duties or obligations in regards to CC,
- 5.1.6. Use CC property, equipment, supplies or services of consequence for activities not associated with the discharge of their official duties,
- 5.1.7. Knowingly place themselves, or allow themselves to be placed, 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
- 5.1.8. Accept any gift that could reasonably be construed as being given in anticipation or recognition of special consideration by CC.

5.2. 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 CC after the individual is no longer in a position of trust in the association. This particularly applies to the Board and staff.

6. PROVISIONS

6.1. Procedure for Disclosure – individuals who are elected, appointed or hired to positions within CC will disclose their potential conflict of interest in the following manner:

- 6.1.1. Board and Committee Members – at the first meeting following each Annual Meeting, members of the Board and Committees shall make verbal disclosure of any potential conflict of interest, and such verbal disclosure will be recorded in the minutes of the first meeting. At all meetings of the CC Board and Committees,

members shall make verbal disclosure of potential conflict changes or their interests in relation to the specific meeting agenda, and such verbal disclosure will be recorded in the Minutes of the meeting. The preceding statements notwithstanding, whenever a Board or Committee member believes 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 CEO or President.

6.1.2. Staff – immediately upon their hiring, CC staff shall make written disclosure of their conflicts of interest as provided for in Annex A. Thereafter, whenever a staff member believes 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 CEO or President.

6.1.3. Others – whenever another representative of CC believes 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 CEO or President.

6.2. Responsibility – if a Director, Committee member, staff member or other representative of CC is in doubt as to whether or not a conflict of interest exists, he or she should provide disclosure to the CEO or President. Any Director, Committee member, staff member or other representative of CC who feels that another such person is in a conflict of interest shall raise the matter with the CEO or President.

6.3. Procedure Following Disclosure

6.3.1. Once a Director, Committee member, staff member or other representative of CC has disclosed a conflict of interest with respect to a particular matter to be considered or decision to be made, the following principles shall apply:

6.3.1.1. The individual in conflict of interest may not participate in discussion of the 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 Board or Committee, as the case may be.

6.3.1.2. Except where participation in discussions has been approved as noted above, the individual in conflict of interest shall not be present at that portion of any meeting when matters in which they have conflict of interest are considered.

6.3.1.3. The individual in a conflict of interest shall not participate in any vote on the matter.

6.4. Change of Status

6.4.1. A Director, staff member or other representative of CC may declare that he or she is no longer in a conflict of interest by submitting a revised Disclosure Statement to the CEO.

6.4.2. A Committee member may declare that he or she is no longer in a conflict of interest, verbally, at the beginning of a formal meeting of that committee, and such declaration shall be recorded in the Minutes of the meeting.

7. REVIEW AND APPROVAL

7.1. Original Policy Leads: Kevin Baldwin, Bill Kinash and Greg Mathieu.

7.2. Current Policy Leads: Kevin Baldwin, Bill Kinash and Greg Mathieu.

Annex 'A'
Conflict of Interest Disclosure Statement

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

I believe that I am or may be in a conflict of interest (include details in the following space).

Name of organization related to the Conflict of Interest	Nature of the Conflict of Interest
_____	_____
_____	_____
_____	_____
_____	_____

OR

To my knowledge I am not currently in a conflict of interest position with respect to my role with CC.

It is my understanding that this information will be retained in the files of the CEO of CC for the duration of my service and will not be made public. I further understand that the information may be shared with the Board of Directors of CC by the CEO should the situation warrant.

Declarer	CEO
_____ Signature	_____ Signature
_____ Name (print)	_____ Name (print)
_____ Date	_____ Date