

Conflict of Interest Policy

Policy Section: Board of Directors

Policy Subsection: Policy and Governance

Policy Title: Conflict of Interest

POLICY STATEMENT

Directors, officers and committee members have a duty to adhere to the highest standards of personal and professional competence, integrity, and impartiality. Such persons must exercise the utmost good faith in all transactions involved in their duties and to avoid situations where making a decision on behalf of Swimming Canada is connected, or will be connected, to their personal interests. The interests of the organization must be the first priority in all decisions and actions.

PURPOSE

The purpose of this policy is to protect the interests of Swimming Canada and to provide guidance in identifying, avoiding and managing actual or perceived Conflicts of Interests. Swimming Canada requires that its directors, officers and committee members recognize and avoid activities or investments that involve, might appear to involve, or could result in a Conflict of Interest.

For the purposes of this Policy, “**Conflict of Interest**” means any situation in which a person’s decision making, is influenced or could be influenced by personal, family, financial, business, or other private interests.

APPLICATION

This Policy is applicable to all directors, officers and committee members who, at any given time, are granted authority to make decisions or recommendations on behalf of Swimming Canada or to its Board of Directors or management.

OBLIGATIONS

Any real or perceived Conflict of Interest, whether pecuniary or non-pecuniary, between a person’s personal interest and the interest of Swimming Canada, shall always be resolved in favour of Swimming Canada.

All directors, officers and committee members shall not:

- (a) engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with Swimming Canada, unless such business, transaction, or other interest is properly disclosed to Swimming Canada and approved by Swimming Canada;
- (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 preferential treatment;
- (c) in the performance of their official duties, give preferential treatment to family members, friends, colleagues, or 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 Swimming Canada, if such information is confidential or 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 Swimming Canada, or in which they have an advantage or appear to have an advantage on the basis of their association with Swimming Canada;
- (f) without the permission of Swimming Canada, use Swimming Canada's property, equipment, supplies, or services for activities not associated with the performance of their official duties with Swimming Canada;
- (g) place themselves in positions where they could, by virtue of being a representative of Swimming Canada, influence decisions or contracts from which they could derive any direct or indirect benefit;
- (h) solicit or accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a representative of Swimming Canada.

DISCLOSURE OF CONFLICT OF INTEREST

All directors, officers and committee members must disclose the existence of any actual, potential or perceived Conflict of Interest as soon as such person identifies that there may be a Conflict of Interest.

All directors, officers and committee members are expected to self-monitor their personal situation with respect to arising Conflicts of Interest. Should a Conflict of Interest arise, such

person must report the Conflict of Interest to the Chief Executive Officer and the President of Swimming Canada.

At the commencement of each meeting of the Board of Directors and each meeting of Board committees, members of the Board or committee, as applicable, shall declare any actual or perceived Conflict of Interest.

At the commencement of the first Board meeting after each annual general meeting of Swimming Canada, each director shall declare in writing such director's work and volunteer interests to assist tracking and evaluation of any actual, potential or perceived Conflicts of Interests.

Swimming Canada shall track and maintain a record of all declared Conflicts of Interests of directors, officers and committee members.

RESPONSIBILITIES

Body	Action
Board of Directors	<ol style="list-style-type: none">1. Request declaration of any Conflict of Interest at commencement of each Board meeting.2. Approve policy.
Board Committee Chairs	<ol style="list-style-type: none">1. Request declaration of any Conflict of Interest at commencement of each Committee meeting.

REFERENCES

Swimming Canada Bylaws

REVIEW AND APPROVAL

Approval: March 31st, 2023