BC Blind Sports and Recreation Association (BC Blind Sports)

Conflict of Interest Policy

1) **POLICY STATEMENT**
   a) All BC Blind Sports Personnel must act with integrity, disclose conflicts of interest, and avoid them when possible.

2) **PURPOSE**
   a) To ensure clear expectations and disclosure requirements for all BC Blind Sports Personnel regarding real or perceived conflicts of interest.

3) **SCOPE**
   a) This policy applies to all BC Blind Sports Personnel.

4) **DEFINITIONS**
   a) Conflict of Interest: A situation where an individual's personal interests are in conflict, or could result in the perception of conflict, with their duties or responsibilities for BC Blind Sports. Including but not limited to participating in decisions related to contractual arrangements, employment, provision of services or receipt of gifts.
   b) BC Blind Sports Personnel: anyone acting in a capacity supporting the work or representing BC Blind Sports, including Board Members, Members, Athletes, Volunteers, Staff, Contractors, Committee Members, Team Leaders and Managers.

5) **STANDARDS**
   a) BC Blind Sports Personnel who have a direct or indirect material interest in a contract, transaction, or other formal engagement (whether existing or proposed) with BC Blind Sports, or a matter for consideration by the Directors and/or Management decision making:
      i) Must disclose fully and promptly the nature and extent of their interest in the contract, transaction or matter;
      ii) Must not influence the decision-making process,
      iii) Must not vote on the matter if a vote is required,

iv) Must absent themselves from the discussion whether at a meeting or otherwise or the portion thereof, unless requested by the final decision marker to remain involved in the decision.

b) All approvals of activities and any disclosures related to this policy must be reported to BC Blind Sports' Executive Director for tracking.

c) The giving or receiving of gifts or promotion items valued at less than $50, such as a lunch or dinner, is permissible.

6) APPLICABLE OPERATIONAL PROCEDURES

a) Annually Board Directors must complete the Conflict of Interest Disclosure Form.

b) All BC Blind Sports Personnel who find themselves in an actual, perceived or potential conflict of interest must disclose the matter to the appropriate authority as outlined below. Individuals who fail to disclose may be subject to disciplinary action up to and including removal from their role and dismissal.

i) Volunteers and Members disclose to the Program Manager.
ii) Senior staff disclose to the Executive Director
iii) Executive Director, disclose to the Board President.
iv) Board Directors, disclose to the Board President and Executive Director.
v) Committee Members, disclose to the Committee Chair.
vi) Other Personnel, disclose to the direct report associated with the project or your assigned role.