



## **POLICY: CONFLICT OF INTEREST POLICY**

**Last Update: September 2022**

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### **Definitions**

- For the purposes of the Conflict of Interest Policy, the following terms shall have the following meanings:
  - a) “Conflict of Interest” shall mean any situation in which a Stakeholder’s decision-making is influenced or could be influenced by personal, family, financial, business, or other private interests;
  - b) “Perceived Conflict of Interest” shall mean a reasonable perception by an informed person that a conflict of interest situation exists or may exist;
  - c) “Stakeholder” shall mean any individual employed by, or engaged in activities on behalf of RRA including, but not limited to: coaches, staff members, contract personnel, volunteers, managers, administrators, committee members and directors and officers of RRA.

### **Background**

- Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the organization. For example, in not-for-profit organizations, board members are required, by law, to act as a trustee (in good faith, or in trust) of the organization. Board members, and other stakeholders, must not put themselves in positions where deciding on behalf of the organization is connected to their own personal interests. That would be a conflict of interest situation.

### **Purpose**

- RRA strives to reduce and eliminate nearly all instances of conflict of interest by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Stakeholders will conduct themselves in matters relating to real or perceived conflict of interest and will clarify how Stakeholders shall make decisions in situations where conflict of interest may exist.
- This policy applies to all Stakeholders.

### **Obligations**

- Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Stakeholder’s personal interest and the interests of RRA, shall always be resolved in favor of RRA.
- Stakeholders will not:
  - a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with RRA, unless such business, transaction, or other interest is properly disclosed to RRA and approved by the Board.
  - 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.



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- d) Derive personal benefit from information that they have acquired while fulfilling their official duties with RRA, if such information is confidential or not generally available to the public.
- e) Without the permission of the Board, use RRA property, equipment, supplies, or services for activities not associated with the performance of their official duties with RRA.
- f) Place themselves in positions where they could, by virtue of being a Stakeholder, influence decisions or contracts from which they could derive any direct or indirect benefit.
- g) Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by the virtue of being a Stakeholder.

**Obligations of Conflict of Interest**

- Stakeholders shall disclose conflicts of interest to the Board immediately upon becoming aware that a real or perceived conflict of interest exists.

**Minimizing Conflicts of Interest in Decision-Making**

- Decisions or transactions that involve a real or perceived conflict of interest that has been proactively disclosed by a Stakeholder will be considered and decided with the following additional provisions.
  - a) The nature and extent of the Stakeholder's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted.
  - b) The Stakeholder does not participate in discussion on the matter.
  - c) The Stakeholder abstains from voting on the decision.
  - d) For board-level decisions, the Stakeholder does not count towards quorum.
  - e) The decision is confirmed to be in the best interests of RRA.

**Conflict of Interest Complaints**

- Any person who believes that a Stakeholder may be in a conflict of interest situation should report the matter, in writing, to the Board.
- Any person who believes that a Stakeholder has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, pursuant to the Discipline and Complaints Policy.

**Enforcement**

- Failure to adhere to this Policy may permit discipline in accordance with the Discipline and Complaints Policy.