

CONFLICT OF INTEREST POLICY

1. Purpose

- a) The purpose of this policy is to describe how members of Judo Alberta will conduct themselves in matters relating to conflicts of interest, and to clarify how Judo Alberta will make decisions in situations where conflicts of interest may exist.

2. Definition of Conflict of Interest

- a) Conflicts of interest include both pecuniary and non-pecuniary interests. A pecuniary interest is an interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated. A non-pecuniary interest may include family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.

3. Application

- a) This policy applies to directors, officers, employees, committee members, volunteers and other decision-makers within Judo Alberta (hereafter referred to as “Representatives” of Judo Alberta).

4. Obligations

- a) Judo Alberta and its Representatives will fulfill the additional requirements of this policy. Representatives of Judo Alberta will not:
 - i. Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with Judo Alberta, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
 - ii. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
 - iii. In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
 - iv. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with Judo Alberta, where such information is confidential or is not generally available to the public.
 - v. 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 Judo Alberta, or in which they have an advantage or appear to have an advantage on the basis of their association with Judo Alberta;
 - vi. Use Judo Alberta property, equipment, supplies or services for activities not associated with the performance of official duties with Judo Alberta;

- vii. Place themselves in positions where they could, by virtue of being a Representative of Judo Alberta, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- viii. 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 Judo Alberta.

5. Disclosure of Conflict of Interest

- a) On an annual basis, all directors, officers, employees and committee members will complete a written statement disclosing any real, potential or perceived conflicts that they are aware of as of the date of the statement.
- b) At any time that a Representative of Judo Alberta becomes aware that there may exist a real, potential or perceived conflict of interest, they will disclose this conflict to the Board of Directors immediately.
- c) Any person who is of the view that a Representative of Judo Alberta may be in a position of conflict of interest may report this matter to the Board.

6. Resolving Conflicts in Decision-making

- a) Decisions or transactions that involve a real, potential or perceived conflict of interest that has been disclosed by a Representative of Judo Alberta may be considered and decided upon by Judo Alberta provided that:
 - i. The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes of the relevant meeting;
 - ii. The Representative does not participate in discussion on the matter giving rise to the conflict of interest, unless the body considering the matter votes to allow such participation;
 - iii. The Representative abstains from voting on the proposed decision or transaction;
 - iv. The Representative is not included in the determination of quorum for the proposed decision or transaction; and
 - v. The decision or transaction is in the best interests of Judo Alberta.

7. Conflicts Involving Employees

- a) Subject to the terms and conditions of any employment agreement, Judo Alberta will not restrict employees from accepting other employment, contracts or volunteer appointments during the term of their employment with Judo Alberta, provided that the employment, contract or volunteer appointment does not diminish the employee's ability to perform the work contemplated in their employment agreement with Judo Alberta. Any determination as to whether there is a conflict of interest will rest solely with Judo Alberta, and where a conflict of interest is deemed to exist, the employee will resolve the conflict by ceasing the activity giving rise to the conflict.

8. Enforcement

Failure by any representative to adhere to this policy may give rise to discipline, as outlined in Judo Alberta's bylaws and policies.