



Approved by the PSCB Board – Jan 7, 2023

## **CODE OF CONDUCT AND CONFLICT OF INTEREST POLICY**

### **PURPOSE AND OBJECTIVE**

The commitment of PacificSport Columbia Basin is to achieve its Vision, Mission and Objectives by performing its duties in a manner that maintains and enhances public confidence and trust in the integrity, objectivity and impartiality of the Society. Trust and mutual respect are the cornerstones of any relationship between the public and the Society.

The purpose of this Code of Conduct and Conflict of Interest Policy (the “Policy”) is to clarify the Society’s expectations of its directors and staff and re-affirm the commitment to achieve the Vision, Mission and Objectives by engaging in relationships that are ethical and transparent.

The Policy provides a guide for appropriate, consistent behavior in decision making. It brings together the principles contained in various policies and plans, but it is not intended to be exhaustive. It provides general principles and direction regarding approaches or methods to settle related questions or concerns.

PacificSport Columbia Basin also accepts all language contained in the [British Columbia Universal Code of Conduct \(BC UCC\)](#).

### **SCOPE**

This policy applies to directors and employees.

### **CONFLICTS OF INTEREST**

A conflict of interest refers to a situation in which a direct or indirect personal and/or financial interest may be perceived to affect the ability of directors and/or staff to act in the best interest of the Society. Examples include, but are not limited to, using a position, confidential information, organization time, material, or facilities, for private gain or advancement, or for the expectation of private gain or advancement.

A conflict may occur when an interest benefits the family, friends or business associates of any director and/or staff. Any behavior, which is, or could be perceived as, a conflict is prohibited and should be identified and resolved before consummating any part of any affected transaction.

Common areas of potential conflicts include the following:

1. Material and direct personal involvement with sponsors, suppliers, vendors, contractors or customers, such as ownership of a material interest in such an entity, acting in any





acting in any material capacity in such an entity, or acceptance of material payments, services or loans from such an entity;

2. Ownership of property directly and specifically affected by Society action or acquired as a result of confidential information obtained from the Society;
3. In the case of the directors and/or staff, outside employment which might materially have a negative impact on performance or efficiency;
4. Using a position with the Society to solicit or conduct business for personal benefit or gain.

Nothing in this policy is intended to imply a conflict of interest when the director and/or staff member, has no actual knowledge of the relationship or involvement that may create a conflict.

### **CONFIDENTIAL INFORMATION**

Directors and staff must not engage in any financial transactions, contracts, or private arrangements for personal profit, which accrue from, or are based upon, confidential or non public information that they gain by reason of their position with the Society, with the exception for staff of their individual contracts for services or employment with the Society.

Confidential information that directors and staff receive through their office or employment must not be divulged to anyone other than persons who are authorized to receive the information. A director or staff member must not use information that is gained due to his or her position, which is not available to the general public, in order to further any private interest.

### **PREFERENTIAL TREATMENT**

Directors and staff must not act in their official roles to assist organizations or persons in their dealings with the Society, if this may result in, or potentially appear to result in, preferential treatment to that organization or person.

### **GIFTS, BENEFITS AND ENTERTAINMENT**

Directors and staff must make decisions based on an impartial and objective assessment of each situation, free from the influence of gifts, favors, hospitality or entertainment.

Directors and staff must avoid both the reality and the appearance of impropriety in their dealings with organizations or individuals.

Directors and staff may accept unsolicited gifts, hospitality or other benefits associated with official duties and responsibilities provided that the gifts, hospitality or other benefits are:





- within the normal standards of hospitality;
- would not bring suspicion on the director; and
- staff member's objectivity and impartiality and would not compromise the integrity of the Society.

## **LEGAL REQUIREMENTS**

Directors and staff will comply with all laws relevant to their conduct in relation to Society activities. No Director or staff, no matter what position or title he or she holds, is ever expected to commit or condone an illegal act, or to instruct other Society Members to do so on behalf of the Society.

## **POST SERVICES RESTRICTIONS**

Directors and staff, after they leave their positions with PacificSport Columbia Basin are expected to refrain from taking improper advantage of their previous office. Directors and staff must not allow prospects of outside employment, appointment or investment to create a real or perceived conflict of interest during their appointment with the Society. Directors and staff must continue to observe their duties of confidentiality for 2 years after they have left their office with the PacificSport Columbia Basin.

## **POLITICAL ACTIVITIES**

Directors and staff are free to participate in partisan political activities, outside work or business activities provided that the activities:

- do not conflict with their duties as a director or staff member of Society;
- do not involve the use of knowledge of confidential plans, projects or information of the Society;
- do not negatively influence or affect the ability of a director or staff member to carry out their Society duties.

## **COMPLIANCE**

It is critical to the Society's success that the Society conduct themselves ethically and legally in every aspect of their business activities. All Societies are required to comply with this Policy. The Society can fulfill this responsibility through prudent management practices such as:

- leading by example and exhibiting high standards of ethical behavior;
- ensuring this Policy is clearly communicated to all on a regular basis;
- appropriately investigating situations which may indicate a breach of this Policy;
- dealing with known breaches of this Policy in an appropriate manner.

Violations of this Policy will result in the Society taking appropriate action, including possible discharge from employment. The Society should also be aware that potential personal liability does not end with the Society. Depending on the circumstances, an





individual may also face civil or criminal charges and penalties.

## **REPORTING**

Directors and staff and volunteers have a duty to report any activity which they believe contravenes the law;

- represents a real or apparent conflict of interest or a breach of this Policy;
- represents a misuse of Society funds or assets; or
- represents a danger to public health, safety, or the environment; and
- represents any illegal activity.

All reported violations will be investigated. Where an investigation determines that a violation has occurred, appropriate action will be taken.

## **SUMMARY**

The most important theme in the policy is to act with honesty and with integrity in all matters.

The policy is designed to help guide conduct but the policy cannot address every circumstance and isn't meant to. It is each person's responsibility to read and understand the policy and to comply with it in both letter and spirit.

Some situations may seem ambiguous. Exercise caution when you hear yourself or someone else say, "Everybody does it," "Maybe just this once," "No one will ever know," or "It won't matter in the end." These are signs to stop, think through the situation and seek guidance. Most importantly, don't ignore your instincts. Ultimately, you are responsible for your actions.





**Your Personal Commitment to the  
PACIFICSport COLUMBIA BASIN  
Code of Conduct and Conflict of Interest**

I acknowledge that I received a copy of THE PACIFICSport COLUMBIA BASIN Code of Conduct and Conflict of Interest, that I have read it and that I understand it. I will comply with the code. If I learn there has been a violation of the code, I will contact the President of the Board or the Executive Director. I acknowledge that the Policy is not a contract and that nothing in the Policy is intended to change the traditional relationship of employment-at-will.

Dated: \_\_\_\_\_

Employee/Board Signature: \_\_\_\_\_

Employee/Board Member Name: \_\_\_\_\_

