

Rationale

This policy provides guidance for minimizing conflicts of interest and on how to respond when a conflict of interest is identified.

A conflict of interest is a situation where an individual's personal interest or those of a close friend, family member, business associate, corporation or organization where an individual has a significant interest could influence a decision to not act in Pickleball Ontario's best interests.

Policy Guidelines

This policy applies to individuals engaged in activities on behalf of Pickleball Ontario including board members, committee members, coaches, officials and volunteers.

Roles & Responsibilities

1. Individual obligations

Individuals participating in Pickleball Ontario activities and events will not:

- a) Have a financial or other personal interest that is in conflict with their official duties with Pickleball Ontario, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
- 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, in any way, preferential treatment;
- c) In the performance of their official duties, accord preferential treatment to players, coaches, pickleball professionals, family members, friends or colleagues, or to organizations or clubs in which any of the above-described persons 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 Pickleball Ontario, where such information is confidential or is 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 Pickleball Ontario, or in which they have an advantage or appear to have an advantage on the basis of their association with Pickleball Ontario, unless such

outside work, activity, business or professional undertaking is properly disclosed in accordance with this policy;

- f) Use Pickleball Ontario property, equipment, supplies or services for activities not associated with the performance of official duties with Pickleball Ontario;
- g) Place themselves in positions where they could, by virtue of being a representative of Pickleball Ontario, influence decisions or contracts from which they could derive any direct or indirect benefit or interest;
- h) Accept any cash contribution, 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 Pickleball Ontario

2 Disclosure of conflict of interest

- a) Upon initial appointment, or election, and on an annual basis thereafter, all directors, officers and committee members will complete a written declaration disclosing any actual or perceived conflicts that they might have.
- b) At any time that a Representative of Pickleball Ontario becomes aware that they are in a situation where there may exist an actual or perceived conflict of interest, they will disclose this conflict to the Vice-President immediately.
- c) If unsure if a conflict of interest exists, the individual consults with the Board of Pickleball Ontario.
- d) If a person believes the Vice-President is in a position of conflict, he or she may report this matter to the President.
- e) A person who believes that a representative of Pickleball Ontario may be in a position of conflict of interest reports the matter in writing to either the President or Vice-President depending on who has a conflict of interest.

4 When a conflict of interest has been reported

Actual or perceived conflicts of interest that have been disclosed to Pickleball Ontario are acted on by the Board of Pickleball Ontario ensuring that:

- a) The nature and extent of the individual's interest has been fully disclosed to the Board, and this disclosure is recorded in the minutes;
- b) The individual does not participate in discussion on the matter giving rise to the conflict of interest, unless the board votes to allow such participation and such a vote is recorded in the minutes;

- c) The individual abstains from voting on the proposed decision or transaction;
- d) The individual is not included in the determination of quorum for the proposed decision or transaction; and
- e) The decision made by the Board is in the best interests of Pickleball Ontario

5 Actions in response to a conflict of interest complaint

The Board of Directors in accordance with Pickleball Ontario's Complaints and Dispute Resolution policy, may apply the following measures singly or in combination when responding to a conflict of interest complaint:

- a) Absolve the individual from the complaint;
- b) Remove or temporarily suspend certain responsibilities or decision-making authority;
- c) Remove or temporarily suspend from a designated position;
- d) Remove or temporarily suspend from certain Pickleball Ontario events and/or activities
- e) Expel from Pickleball Ontario
- f) Employ other actions appropriate to the circumstances.

6 Implementation

- a) Board and committee members familiarize themselves with the Conflict of Interest policy and sign the Declaration of Conflict of Interest Form upon appointment to the Board or Committee.
- b) The conflict of interest policy will be available to Pickleball Ontario members.
- c) The outcome of conflict of interest complaints are documented and made available in the Board's minutes.

7 Results

This policy will help Pickleball Ontario to recognize possible and/or perceived conflict of interest situations so they can, in good faith, take the initiative to disclose, manage and resolve such situations.

Administration

This policy shall be administered by the PICKLEBALL ONTARIO President at any PICKLEBALL ONTARIO related meeting.

Policy Revised

2020 06 18

President



Date

Signature