



Policy Name CONFLICT OF INTEREST, CONFIDENTIALITY AND DISCLOSURE		Policy Category OPERATIONS - REGULATORY
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1. PURPOSE

To identify, separate and protect the interest of Field Hockey Canada (FHC) from the personal, business or associated interests of an individual who has authority or influence in the Corporation and who may impact a matter under discussion.

2. PRINCIPLES

FHC believes that all decisions reached in the course of conducting business for the Corporation should be made without undue interference or obligation, with the considerations of the Corporation and its members, participants and programs of utmost importance.

3. APPLICATION

This policy applies to members, where the term “Member” refers to all categories of members within FHC, as well as to all individuals engaged in activities with or employed by FHC, including but not limited to: athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees (including contract service personnel, honorarium based personnel).

4. CONFIDENTIALITY

Unless disclosed in published minutes or documents, or allowed by policy or bylaws, information presented to and discussed by Directors and Committee members, or other appointees at or between meetings in the course of their duties is confidential and should not be divulged to other parties.

- a. When any decision is made, the Board or Committee will also decide how and when disclosure of the decision will take place.
- b. Even after a decision is made public, the content of the discussions leading up to the decision will be kept confidential.
- c. The Chair is the spokesperson for the Board, unless delegated to the CEO or other Director.
- d. Committee Chairs are the spokespeople for committees, if delegated by the Board of Directors.
- e. If there is any uncertainty about the status of any documents, or other information, the Chair or CEO will provide clarification in writing.

The official record of all discussions from meetings of the Board and committees are the Minutes of those meetings.

Employees must maintain confidentiality for all information they receive or learn, unless given direction to release information by their supervisor or the CEO.



4. COMMUNICATION AUTHORITY AND REPORTING

All official announcements, statements and correspondence (in all forms) on behalf of the Field Hockey Canada may only be made by the Chair, the CEO or any other person authorized by them to do so.

Committee Chairs are responsible to and report to the Board on all deliberations and discussions that take place at meetings of their respective groups.

Premature or inappropriate release of Board or committee discussions or decisions can be harmful to the work of the Corporation and to any persons mentioned or involved. Review of reports, documents and participation in discussions are all part of the roles affected by this policy.

5. CONFLICT OF INTEREST

5.1 Defining Conflict of Interest

Conflicts of interest arise when the real or perceived interests of interests of FHC are incompatible, or in competition with another interest or involvement of those elected or appointed to positions of influence and responsibility. Such situations present a risk to both the Corporation and the person or association in conflict. Real or perceived conflicts of interest can undermine the reputation of both the individuals and FHC if members or other parties believe, or if in fact, an FHC action or decision was unduly influenced.

The conflict may be specifically related in the personal interests of the Director, Committee member, appointee, or other applicable individual. The conflict may also be due to a relationship that person has with a club, a family member, an associate, a friend, a business or other person or entity.

Conflicts of interest may come in different forms:

- a. Direct financial gain or benefit
- b. Indirect financial gain
- c. Non-financial or personal interests
- d. Conflict of loyalties

5.2 Establishing Conflict of Interest

A conflict of interest is deemed to exist:

- a. when designated representatives place themselves or can be perceived to have placed themselves in a position where they are under any obligation to any person or organization, which might benefit from improper consideration or favour.
- b. when designated representatives seek or are perceived to seek, gain, receive, or benefit financially from preferential treatment in the discharge of their duties and responsibilities to FHC. Such situations include, but are not limited to, the following:
 - i. when participating as a director or officer of a firm which is a supplier of materials or services to FHC;
 - ii. entering into an agreement or contract for the sale or manufacturing of hockey supplies



and/or services with any agency which could be construed as an endorsement of or promotion by FHC;

- iii. having personal financial dealings with an individual or corporation whose business with FHC involves the designated representative's sphere of responsibilities;
 - iv. making an investment in any situation in anticipation of FHC taking a material interest therein or which results from knowledge of facts not generally available to the public or in anticipation of actions which may be taken by FHC in such a situation;
 - v. participating as a head of delegation, coach, team support personnel, i.e., manager, medical, etc., if a member of the individual's family is selected for the team, camp, etc.;
 - vi. participating in the selection process of any FHC team if a member of the individual's family is a potential candidate for selection;
 - vii. advocating or expressing an opinion, either verbally or in writing, which is contrary to the stated policies, decisions or positions of FHC;
 - viii. behaving in such a manner as to embarrass FHC or bring the name of FHC into disrepute.
- c. if gifts or favours of any kind are exchanged between a designated representative and any individual or corporation whose relationship with FHC involves the designated representative's sphere of responsibilities.
 - d. if designated representatives find themselves in a position of having to determine the allocation of funds to specific projects with which they or a family member could be perceived to be deriving benefit.
 - e. if a designated representative finds himself/herself in a position of evaluating and subsequently, voting upon, a sponsorship proposal from a company or corporation for whom the designated representative works or from whom that designated representative receives benefits (e.g., sponsorship).

This policy is not intended to prohibit the acceptance or giving of common courtesies associated with accepted business practices, including accepting or giving gifts of nominal value which could not be construed as a bribe or other improper payment.

Cash payments in any amount must not be accepted or given as a gift or favour under any circumstances.

This policy is not intended to prohibit the payment of fee-for-service by FHC to individuals who are entitled, by virtue of services performed or rendered, to receive such fees.

5.3 Employee – Volunteer Relationship

A person cannot be employed in a full-time position by Field Hockey Canada if an immediate family member (spouse, partner, parent, child, brother, sister, grand-parent, legal guardian) is a Director.

Conversely, an individual cannot be an FHC Director if an immediate family member (spouse, partner, parent, child, brother, sister, grand-parent, legal guardian) is a full-time employee of FHC.

An individual cannot be a Contractor with FHC if they are the parent/guardian of an athlete involved in the FHC national teams program.



Applicability to part-time employment will be reviewed on a position-by-position basis, with the decision being made by the CEO and HR Committee.

5.4 Managing Conflict of Interest

FHC manages the protection of the integrity of the Corporation through:

- a. eligibility criteria for volunteer and employment positions and appointments;
- b. policy and procedures implementation;
- c. management at meetings and decision-making forums;
- d. ensuring that improper influence does not impede or impact decision-making.

Both real and perceived conflicts of interest can be appropriately managed through proper declaration of interests and people removing themselves from any situation of conflict of interest in order to properly fulfill their elected or appointed responsibilities to the Corporation and its members. FHC will ensure that decision-makers and persons of influence are accountable, transparent and work to maintain public confidence in the integrity of the Corporation.

5.4.1 When a Conflict of Interest is Self-Declared

It is the responsibility of each person to avoid any case of conflict of interest when elected or appointed to these FHC positions of influence and power. In cases where a real or perceived conflict of interest does exist, the following procedures will be implemented:

- a. The person concerned must disclose the real or potential conflict of interest to the Board, or the committee under whose area of responsibility the person's position or topic lies or, if an employee, to their supervisor (or if the CEO, to the Chair of the Board).
- b. The person concerned may declare themselves in conflict or interest and remove themselves from all discussion opportunities, review of pertinent materials, voting and follow-up activities on the matter in question. Removal of the individual from the discussions and voting due to conflict of interest should be included in the meeting Minutes, activity report or noted as information in the employee's personnel file.

5.4.2 When the Possibility of Conflict of Interest is Raised by Another Person

The potential for a conflict of interest can be raised by another Director or committee member, or person involved with the applicable program or service. The potential conflict should be reported to the individual in question and to the:

- a. Chair of the Board for a Director conflict. If the Chair is the person potentially in conflict, the report is made to the Vice-Chair;
- b. Committee Chair for a committee member conflict. If the Committee Chair is the person potentially in conflict, the report is made to the CEO;
- c. CEO for an employee conflict if the employee is not a national team program coach or support staff. If the CEO is the person potentially in conflict, the report is made to the Chair of the Board;
- d. High Performance Director for a national team program coach, support staff or athlete;
- e. Chair of the Officials Committee for an official's appointment that is perceived to be in conflict.

Pending determination of the question, the person concerned must refrain from expressing any opinion, participating in any discussion or from voting on any subject until the existence of the real or perceived conflict of interest is confirmed.



The individual contact receiving the report will:

- a. review the individual's Disclosure information submitted as part of this policy, and
- b. speak to the person against whom the conflict of interest accusation has been made to determine if any real or perceived conflict of interest exists or is likely to exist for the particular matter at hand;
- c. make a declaration that:
 - i. there is a material conflict of interest that exists and the individual must remove themselves from all discussion opportunities, review of pertinent materials, voting and follow-up activities on the matter in question, OR
 - ii. that any reported conflict is not germane to the topic or issue at hand and no conflict of interest is found.

5.4.3 Failure to Self-Declare a Conflict of Interest

Where an FHC Director, committee member, Corporation, coach, official national team managers and support staff, employees and other person in positions of trust, authority and influence has failed to disclose a conflict of interest and/or perceived conflict of interest, but has taken part in or is planning to take part in discussions that may influence a decision, or in voting to decide the matter, the following actions will be taken:

- a. request that the individual's actions be justified in writing and;
- b. discuss the circumstances at the next meeting of the applicable group (Board or Committee), or if circumstances necessitate an immediate decision, convene a more immediate Board or committee meeting electronically and;
- c. based on the decision by the Board or committee, the individual will be requested to cease those actions which have brought about the conflict of interest, informing the individual of the Board or committee's decision and requesting that all conflict of interest actions cease;
- d. should the individual continue those actions or activities which have been deemed to be in conflict with the interests of FHC, the designated individual will be removed from his or her position.

Blatant disregard of the policy and procedures, or multiple instances of being in conflict of interest may result in a complaint being filed for misconduct, with further discipline steps being taken.

Failure for an employee or contractor to self-declare a real or perceived conflict of interest will be addressed in accordance with the ***FHC Employee Policies*** and ***FHC Contractors Policies***.

5.4.4 On-going Conflicts of Interest

If a situation or topic or multiple situations or topics for which conflicts of interest arise is detrimental to a Director's, Committee member's or appointee's ability to fulfill their role with FHC and the individual is challenged to act in the best interests of FHC, that individual should resign from their position(s) with FHC.

5.4.5 Advisement of Conflict of Interest to the Board of Directors

In all cases of conflict of interest or perceived conflict of interest as outlined in 5.4.1 through 5.4.3, the Board of Directors must be advised of the outcome with a written report and copied to the CEO. The report is submitted by the person self-declaring the conflict of interest, or the person



6. DISCLOSURE

Directors, committee members, coaches, officials, national team managers and support staff, employees and others in positions of trust, authority and influence must disclose previous, current and known future conflicts of interest to FHC. It is an important component in the Corporation's commitment to strong leadership with integrity.

6.1 Disclosing Conflicts of Interests

Prior to the appointment confirmation, election, recognition or employment of any individual, Corporation or association as defined under #3. Application, said individual shall be provided with the ***Conflict of Interest, Confidentiality and Disclosure Policy*** and will be expected to declare that he/she have no business, commercial, financial, professional, personal, property or similar interest(s) which in his/her opinion might be construed as being in actual or potential conflict with the duties and responsibilities or the position offered.

If, prior to appointment, election, recognition or employment, any individual discloses interests which may be or may be perceived to be in conflict with the interests of FHC, the individual agrees that an understanding on his/her part will be required to correct such conflict if found in actual or potential conflict with the duties and responsibilities of the position offered.

6.1.1 Annual Disclosure Form

Directors, committee members, coaches, officials, national team managers and support staff, employees and others in positions of trust, authority and influence are required to complete an annual *Conflict of Interest Disclosure Statement (Appendix A)*, to be declared immediately after the AGM or upon election or appointment. The individual will keep one copy, a copy is filed with the FHC office, and a copy given to the applicable chair or supervisor of the position (ie: Chair of the Board, committee chair, CEO, HPD).

6.1.2 Additional Disclosures

During the year, additions can be made to an individual's annual *Conflict of Interest Disclosure Statement* as may be warranted due to new situations and potential conflicts. Such additions will be communicated to the applicable Chair or supervisor, and the revised document placed on file at the FHC office

6.1.3 Declaration at Meetings

Meeting agendas should contain a standing item near the beginning for the declaration of conflicts of interests that may be relevant to the business to be discussed. Those who are aware of any real or perceived conflict of interest related to the meeting business should make this known.

6.1.4 Procedure Following Disclosure

If a conflict of interest is declared, the person, or persons concerned may NOT take part in discussion relating to relevant topic either formally at a meeting or informally through private contact, unless such participation is approved in advance by a majority vote of the other directors or committee members.

- a. Except where participation has been approved, the individual in conflict shall not be present at that portion of a meeting when matters in which they have an interest are considered.
- b. The person with a declared conflict of interest must not be part of the decision-making process, or any voting, related to the issue concerned.



7. REQUESTS FOR PROPOSALS OR SERVICES

FHC may publish Requests for Proposals or Services or seek submissions from qualified contractors, clubs, corporations, companies or facilities that can contribute to the work of the Corporation.

A Director, Committee Member or other appointee involved in any way with a submitted proposal or associated with a company or individual competing for a contract must remove themselves from all discussion, voting or any other involvement in the selection process, and in any monitoring, evaluation or renewal process.

8. APPEAL PROCESS

If the designated representative is removed from his/her position, and the designated representative wishes to appeal the decision, a written request for Appeal stating grounds, must be submitted in accordance with the FHC ***Appeal Policy***.



APPENDIX A

FIELD HOCKEY CANADA ANNUAL CONFLICT OF INTEREST DISCLOSURE STATEMENT

Name (print): _____

Director? ☐ Committee: _____

Appointed Position: _____

1. I declare that I have read and understood the Field Hockey Canada ***Conflict of Interest, Confidentiality and Disclosure Policy*** and shall remain in full compliance for the duration of the term of office and/or committee or position appointment.
2. I certify that:
 - a. Within the past 12 months, I have not participated, directly or indirectly, in any agreement or other activity with any vendor, supplier or other party doing business with or providing services to Field Hockey Canada which has resulted or could result in personal benefit to me or my immediate family or business associates; and,
 - b. During the next 12 months of my term of service through election or appointment, I will not enter into any agreement or arrangement or transaction, or attempt to influence, a decision that will serve to benefit myself, family, club, business or associates by financial gain, or advantageous influence, or selection of personnel or reputation.
3. Any exceptions to 2. a. or 2. b. above are stated below with a full description of the interest, whether direct or indirectly, which I have had in the past year or anticipate having in the next 12 months, including any other persons so involved.

Signature: _____ Date: _____

This form will be completed annually after the AGM or within 1 week of election or appointment. The Board Chair or Committee Chair or position supervisor shall retain a copy. If necessary, the form can be updated during the year. The Declaration shall remain on file at the Field Hockey Canada office.