

CONFLICTS OF INTEREST - POLICY

1. Overview. Hockey New Brunswick must maintain high ethical standards in order to preserve the trust of its stakeholders, including its Registered Participants, Members, Partners, sponsors, governments, and the general public. The reputation of Hockey New Brunswick depends on ethical behavior throughout the organization, including among its volunteers. Maintaining a high standard of behavior at the volunteer level requires everyone to make fair, well informed decisions. The ability to make decisions, however, can be affected by other interests, whether personal or professional. Such conflict of interest situations can occur naturally, and are a regular part of organizational and personal life. These situations must be managed, as they cannot simply be eliminated. There is nothing inherently wrong with or illegal about the existence of a conflict of interest, nor does it automatically reflect badly on the integrity of the HNB volunteer, or Hockey New Brunswick. Conflicts of interest only become problematic if the volunteer fails to recognize the conflict, or fails to deal with the situation appropriately.
2. Purpose. The purpose of this policy is to help inform HNB volunteers about what constitutes a conflict of interest, to assist the HNB volunteers in identifying and disclosing actual, perceived and potential conflicts, and to help foster a culture of honesty and accountability.
3. Integrity. All HNB volunteers must conduct themselves with the utmost degree of integrity, so that the organization performs at the highest standard at all times. In furtherance of these objectives, HNB volunteers shall act at all times in the best interests of Hockey New Brunswick, rather than in the interests of particular constituencies including, but not limited to, the volunteers personal interests or the interests of any other person or entity. HNB volunteers must also perform their duties and transact the affairs of Hockey New Brunswick in a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the organization.
4. No Pecuniary Benefit. HNB volunteers must refrain from any behavior that might give rise to the appearance or suspicion of impropriety. They shall not directly or indirectly receive any profit from her position except as stated herein, but may be reimbursed for reasonable expenses as set out in the By-Laws.
5. Definition of Conflict of Interest. A conflict of interest refers to situations in which personal, occupational, or financial considerations may affect, or appear to affect, an HNB volunteers objectivity, judgment or ability to act in the best interests of Hockey New Brunswick and includes, the circumstances described in section 3.06. A conflict may be real, perceived, or potential in nature. A *real* conflict of interest arises where a volunteer has a private or personal interest (e.g. a family connection or a financial stake) in a particular issue. A *perceived* conflict of interest arises where an objective, informed person would reasonably conclude that the volunteer might not exercise objective

judgment because his official duties *appear* to conflict with his private interests, even if no actual conflict exists. A *potential* conflict of interest arises where a volunteers official duties may be influenced by an identified future commitment.

6. Examples of Conflicts of Interest

The following are examples where conflicts of interest would arise:

- (a) Any circumstance in which a HNB volunteer uses their position with Hockey New Brunswick to influence a decision that may result in a personal or financial benefit to a volunteer, his family, a business associate, or a friend.
- (b) Accessing financial or other resources belonging to Hockey New Brunswick, for personal use.
- (c) Personal interests which conflict with the interests of the members of Hockey New Brunswick or are otherwise adverse to the interests of Hockey New Brunswick.
- (d) Being a member of the board or staff of any other organization which might have material interests that conflict with the interests of Hockey New Brunswick or its Members; including dealing with matters on one board which might materially affect the other Board.

7. Principles for Dealing with Conflict of Interest. As preventing a conflict of interest from arising is not always possible, the following steps should be taken to manage such a situation, when it arises:

- (a) *Declare It.* Both prior to serving on the board, council, commission or committee and during their term of office, a volunteer must openly disclose a real, perceived or potential conflict of interest as soon as the issue arises, and before the Board deals with the matter at issue.
- (b) *Discuss It.* If the volunteer is uncertain whether they are in a conflict of interest position, the matter should be brought before the Board or respective council / commission / committee. Other volunteers who are aware of a real, potential, or perceived conflict of interest on the part of a fellow volunteer that has not been declared have a responsibility to raise the issue for clarification, firstly with the volunteer in question and, if still unresolved, with the President of Hockey New Brunswick.
- (c) *Determine If It Exists.* If there is any question or doubt about the existence of a real, perceived or potential conflict, the Board will determine by a majority vote if a conflict exists. The volunteer potentially in a conflict position shall be absent from the discussion and shall not vote on the issue.

- (d) *Deal With It.* Measures to mitigate or eliminate a conflict of interest will vary depending on the severity of the situation. Options may include:
 - a. *Restrict the involvement of the individual.* If a conflict of interest has been identified, the volunteer must abstain from participation in any discussion on the matter, shall not attempt to influence the outcome, shall refrain from voting on the matter and, unless otherwise decided by the Board or respective council, commission or committee must leave the meeting room for the duration of any discussion or vote on the issue.
 - b. *Relinquish the Private Interest.* In cases of serious conflict, the individual may choose to drop the private interest, such as membership on the Board of another organization, which is causing the conflict.
 - c. *Resign from their position with Hockey New Brunswick.* In extreme cases where other solutions are impossible, the individual may have to resign from Hockey New Brunswick.
 - (e) *Document It.* The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting. The time the volunteer left and returned to the meeting should also be recorded.
8. Gifts and Hospitality. HNB volunteers shall not directly or indirectly offer or accept cash payments, gifts, gratuities, privileges or personal rewards, which are either intended, or would objectively be perceived as being intended, to create an indebtedness for the purpose of influencing the activities or affairs of Hockey New Brunswick. HNB volunteers may give or receive modest gifts or hospitality as a matter of generally accepted business practice, provided that the foregoing does not include cash or other negotiable instruments and provided further proper accounting of the benefit is made.