

CSTC CONFLICT OF INTEREST GUIDELINES

Introduction:

Conflicts of interest may arise from time to time in the affairs of the **Cariboo Ski -Touring Club** where the private interests of an individual interfere with his/her official duties and responsibilities. The conflicts may be real or they may simply be perceived. In either case, the **Cariboo Ski -Touring Club** should endeavor to protect itself, its volunteers and its employees from potential legal difficulties and from poor public relations through an open and clear process that is widely circulated.

The following paragraphs outline principles and examples that should provide sound guidance to resolve potential conflicts. Good judgment will also be required in the application of the principles.

Objectives:

1. Enhance public confidence in the integrity of, and afford legal protection to, all volunteers and employees of the **Cariboo Ski -Touring Club** by establishing clear rules of conduct respecting conflict of interest for volunteers and employees.
2. Meet the requirements of the BC Society's Act and adhere to the Club's constitutional requirements, specifically Section 30:

30. Disclosure of Interests.

A director of the Society who is, directly or indirectly, interested in a proposed contract or transaction with the Society, must disclose fully and promptly the nature and extent of the interest to each of the other directors.

Principles:

Volunteers and employees shall perform their official duties in a manner that will conserve and enhance public confidence and trust in the integrity, objectivity and impartiality of the **Cariboo Ski -Touring Club**.

Volunteers and employees should be aware of private interests that may affect, or be affected by, the **Cariboo Ski -Touring Club** actions in which they participate and take action to disclose and mitigate the source of conflict.

Volunteers and employees shall not solicit or accept transfers of economic benefit, other than incidental gifts, customary hospitality, or other benefits of nominal value, from persons or organizations having dealings with the **Cariboo Ski -Touring Club** unless the transfer is pursuant to an enforceable contract or property right of the volunteer or employee. Such benefits may be accepted with the documented consent of the **Cariboo Ski -Touring Club** Executive.

Care must be taken to avoid being placed under obligation to any person or organization that might profit from special consideration by a volunteer or an employee.

The basic principle is that neither benefits received nor private interests of an individual should influence the objectivity and impartiality of their judgments in the performance of their duties and responsibilities.

Compliance Measures:

Volunteers and employees can comply with the guidelines by:

1. Identify and avoid activities or situations that would place them in real, potential or apparent conflict of interest relative to their official duties and responsibilities.
2. Disclosure to the CSTC Executive when they have identified a perceived or potential conflict of interest that cannot be mitigated through avoidance or other means.
3. Providing to the **Cariboo Ski -Touring Club** a written statement indicating ownership of an asset, or receipt of a gift, hospitality or other benefit other than incidental gifts, customary hospitality, or other benefits of nominal value, from persons or organizations having dealings with the **Cariboo Ski -Touring Club**
4. Where continued ownership would constitute a conflict of interest, divesting themselves of an asset or placing it in trust.

Volunteers and employees should not participate in decisions from which they or their immediate family may derive a benefit, either directly or indirectly.

Where discussions related to such decisions take place, the volunteer or employee must identify his/her potential conflict of interest and refrain from participating in the discussion and decision.

Negotiation of contracts for goods, services or employment should be reviewed by the Club Board of Directors to ensure that all potential conflicts are identified and resolved. In the situation where a conflict of interest is likely to arise due to the supply of goods or services by a volunteer or employee to the **Cariboo Ski -Touring Club**, proper and open tendering procedures must be followed. A volunteer or employee may still receive a contract as long as all those making the decision are aware of the potential conflict and the decision is impartial.