



CONFLICT OF INTEREST

Approved: January 2025

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CONFLICT OF INTEREST POLICY

January 2025

1. Definition

- 1.1. The following terms have these meanings in this policy:
 - a) “Board” means the board of directors of SSC.
 - b) “CEO” means SSC’s chief executive officer.
 - c) “*Conflict of Interest*” – Any situation in which a Representative’s decision-making, which should always be in the best interests of SSC, is, could be, or is perceived to be, influenced by personal, family, financial, business, or other private interests, including Pecuniary Interests and Non-Pecuniary Interests.
 - d) “*Pecuniary Interest*” – An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated
 - e) “*Non-Pecuniary Interest*” – An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss
 - f) “*Representatives*” – Individuals employed by, or engaged in activities on behalf of, SSC including athletes, coaches, staff members, convenors, contract personnel, volunteers, officials, managers, administrators, committee members, and directors and officers of SSC
 - g) “SSC” means Speed Skating Canada.
- 1.2. Capitalized terms not otherwise defined in this policy shall have the meaning as given to them in the bylaws of SSC.

2. Background

- 2.1. SSC expects all Representatives who act on its behalf to act first in the best interests of SSC and second to any personal stake they have in the operations of SSC. For example, in not-for-profit organizations, Directors are required, by law, to act as a fiduciary of SSC. Generally, directors and officers, must not put themselves in positions where making a decision on behalf of SSC is connected to their own personal interests. That would be a Conflict of Interest.
- 2.2. SSC is dedicated to embedding equity, diversity, and inclusion (EDI) in its operations. All Representatives must act impartially, avoid conflicts of interest, and consider the impact of their decisions on equity-deserving groups.

3. Purpose

- 3.1 SSC strives to reduce and eliminate all instances of Conflict of Interest at SSC to the extent reasonably possible – by being aware, prudent, and forthcoming about potential, perceived and actual conflicts. This policy describes how Representatives are expected to conduct themselves in matters relating to a Conflict of Interest and clarifies how Representatives shall make decisions in situations where Conflicts of Interest exist.
- 3.2 This policy applies to all Representatives and imposes duties in addition to the duties of directors and officers under the *Canada Not-for-profit Corporations Act* and the bylaws of the SSC with respect to the disclosure of interests and refraining from voting on material contract or material transaction, whether made or proposed, in which a director or officer may have a material interest

4. Obligations

- 4.1 Any Conflict of Interest shall always be resolved in favour of SSC.
- 4.2 Representatives will not:
- a) Engage in any business or transaction that gives rise to a Conflict of Interest, unless such Conflict of Interest is properly disclosed to SSC and the business or transaction is approved by SSC;
 - b) Place themselves under a legal or other obligation to any person where the Representative knows or ought to have known that such person might benefit from special consideration or might seek preferential treatment;
 - c) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have a Pecuniary Interest or Non-Pecuniary Interest;
 - d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with SSC, if such information is confidential, personal information, or not generally available to the public;
 - e) Engage in any outside work, activity, or business or professional undertaking that constitutes a perceived or actual Conflict of Interest with their official duties as a Representative, or in which they have an advantage or appear to have an advantage on the basis of their association with SSC;
 - f) Without the permission of SSC, use SSC's property, equipment, supplies, or services for activities not associated with the performance of their official duties with SSC;
 - g) Place themselves in positions where they could, by virtue of being a Representative of SSC, influence decisions or contracts from which they could derive any direct or indirect benefit; or
 - h) Accept any 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 SSC.

5. Disclosure of Conflict of Interest

- 5.1 Representative are required to complete a Conflict of Interest Declaration Form (APPENDIX A), in the form approved by the directors from time to time, disclosing any Conflict of Interest that they are aware of or could have reasonably become aware of after due inquiry. Representatives will complete the form prior to or upon commencing their duties or activities with SSC. Conflict of Interest Declaration Forms shall be retained by SSC.
- 5.2 Representatives are expected to self-monitor their personal situations with respect to newly arising Conflicts of Interest. Should a new Conflict of Interest arise, Representatives shall complete a Conflict-of-Interest Declaration Form immediately and, in addition to completing such form and submitting it to SSC, disclose the newly arisen Conflict of Interest to their supervisor or an appropriate representative of SSC. A Conflict of Interest that is disclosed during, or in connection with a Board, committee or other meeting of SSC shall be recorded in the minutes of such meeting.
- 5.3 Representatives shall also disclose all affiliations with other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director.

6. Minimizing Conflicts of Interest in Decision-Making

- 6.1 Decisions involving a Conflict of Interest that has been disclosed by a Representative will be considered and evaluated by SSC's directors or management, as appropriate and depending on the duties and position of such Representative.
- 6.2 A Representative, who has a perceived or actual Conflict of Interest in respect of a matter shall:
 - a) not participate in discussion of such matter, whether in or outside of meetings;
 - b) abstain from voting on any decision relating to such matter;
 - c) leave a meeting (whether in person or in video conference) if asked to do so by the chair of the meeting at which such matter is discussed or voted upon; and
 - d) refrain from influencing any decision of such matter in any other way.

Notwithstanding the foregoing, SSC may request a Representative to resign from their position if continuing in it will be detrimental to the best interests of SSC.

- 6.3 For Conflicts of Interest that involve potential or perceived conflicts involving employees, SSC's CEO and the Board will determine whether an actual conflict of interest exists and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict in accordance with section 4.2e). SSC will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with SSC or give rise to an actual or perceived conflict of interest.

6.4 For Conflicts of Interest that involve potential or perceived conflicts involving a Technical Official or Volunteer, SSC's CEO or their designee will determine whether an actual conflict of interest exists and, the Board will determine whether a conflict of interest exists that is both substantial and intractable and, if such a conflict exists, the conflicted person will resolve the conflict by ceasing the activity giving rise to the conflict in accordance with section 4.2e).

7. Conflicts of Interest Complaints

7.1 Any person who believes that a Representative may have a conflict of interest should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to SSC's Board, CEO or to the designees (as outlined in APPENDIX B) who will determine appropriate measures to eliminate the conflict. The Board, CEO or designee, as the case may be, after having given such Representative an opportunity to be heard on such report, may take appropriate actions to address the Conflict of Interest, including any of the following actions singly or in combination:

- a) removal or suspension of certain responsibilities or decision-making authority;
- b) removal or suspension from a designated position;
- c) removal or suspension from certain teams, events, and/or activities; **or**
- d) expulsion from SSC
- e) in case of the CEO or designee, refer the matter to the Board for consideration and decision.

7.2 Any person who believes that a Representative has made a decision that was influenced by a [perceived or actual] Conflict of Interest may submit a complaint in accordance with SSC's [Complaints Discipline Policy](#).

7.3 Decisions made under the SSC Conflict of Interest Policy may be appealed through the SSC Appeal Policy.

8. Enforcement

8.1 Failure to adhere to this policy may result in discipline in accordance with SSC's [Complaints Discipline Policy](#).

9. Governance

Approval & Review

9.1. The SSC Board of Directors will review and/or revise this policy as new information becomes available and, at a minimum, once every two (2) years. Any significant policy amendments must be approved by the SSC Board of Directors.

9.2. This policy was approved by the SSC Board of Directors on January 25, 2025.

9.3. This policy was last reviewed by the SSC Board of Directors on January 2025.

Language

9.4. SSC policies are published in both English and French. In the case of conflicting interpretations, the English version will prevail.

Related Policies

9.5. SSC's Appeal Policy

9.6. SSC's Complaints Discipline Policy

9.7. SSC's full policy suite is accessible on the [Speed Skating Canada website](#).

CONFLICT OF INTEREST DECLARATION FORM

I, the undersigned, hereby declare that I have read the Conflict of Interest Policy of Speed Skating Canada (the "Policy") and the indicated absence or presence of a "Conflict of Interest," as defined in the Policy:

Please check appropriate box

- I declare that I am **not** in a position of Conflict of Interest.
- I declare that I have a Conflict of Interest

with regard to the following other Registrant(s)* and/or activities of Speed Skating Canada:

Registrant(s) and or activities

Describe the nature of the Conflict of Interest (familial, intimate, business relationship, etc.):

Declaring Representative

Name: -----

Position/Role: -----

Email Address: -----

Signed on this _____ of _____, -----

Signature: -----

*"Registrants are individuals who are associated with a member of SSC or a local club governed by a member of SSC, including honorary skaters and honorary supporters as defined by SSC's by-laws.

1. Provisions

1.1 Representatives of SSC acting on its behalf shall not:

- a) Engage in any business or transaction or have a financial or other personal interest which is incompatible with the discharge of their duties and obligations;
- b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or favor on their part or who might seek, in any way, preferential treatment;
- c) Knowingly place themselves in a position where they could be influenced in a decision by personal, family, financial, business, or other interests;
- d) Accord, in the performance of their duties and obligations, preferential treatment to relatives or friends or to organizations in which they or their relatives or friends have an interest, financial or otherwise;
- e) Benefit from the use of information acquired during the course of their official duties, which is generally not available to the public;
- f) Engage in any outside work, activity, or business undertaking.
 - i. that conflicts or appears to conflict with their duties as a Board, Committee Member, Staff Person, or representative of SSC;
 - ii. in which they have an advantage or appear to have an advantage derived from their association with SSC; or
 - iii. in a professional capacity that will or might appear to influence or affect the carrying out of their duties as a SSC Board, Committee Member, Staff Person, or representative of SSC;
- g) Use SSC property, equipment, supplies, or services of consequence for activities not associated with the discharge of official duties;
- h) Place themselves in a position where they could derive any direct or indirect benefit or interest from any contracts, the decisions with respect to which, they could influence; or
- i) Accept any gift that could reasonably be construed as being given in anticipation or recognition or of special consideration by the SSC.

1.2 Disclosure of conflict of interest shall be made in the following ways:

- a) For those who are nominated for election, they will disclose prior to the election their potential conflict of interest;
- b) At the first annual meeting of a Committee, each member shall make verbal and written disclosure of their interests, to be recorded and submitted to the Board of Directors;
- c) At the first annual meeting of a Committee, each member shall make verbal and written disclosure of their interests, to be recorded and submitted to the Board of Directors;

- d) In addition to the foregoing, whenever a Board or Committee member, other SSC Representative or Staff Person considers that they could be, or could potentially be, in a conflict of interest as defined within this policy or otherwise, they shall disclose this conflict to either the Board of Directors, the committee chair (if during a committee meeting), the CEO or designee;
- e) Any SSC Representative or Staff Person who feels that another SSC Registrant or Staff Person is in a conflict of interest can raise the matter with either the Board of Directors, the committee chair (if during a committee meeting) or the CEO or designee;
- f) If a Representative is in doubt as to whether or not a conflict of interest situation exists, they should provide disclosure to SSC's Board, CEO or designee.

APPENDIX B

SSC Conflict of interest Reporting Matrix

