

viaSport Policy	
<b>Policy Type:</b>	Governance Policy
<b>Created:</b>	July 2025
<b>Revised:</b>	-
<b>Reviewed:</b>	Every 2 years
<b>Policy Name:</b>	<b>Conflict of Interest Policy</b>

## 1) POLICY STATEMENT

- a) All viaSport Personnel must act with integrity, disclose conflicts of interest, and avoid them when possible.

## 2) PURPOSE

- a) To ensure clear expectations and disclosure requirements for all viaSport Personnel regarding real or perceived conflicts of interest.

## 3) SCOPE

- a) This policy applies to all viaSport Personnel.

## 4) DEFINITIONS

- a) Conflict of Interest: A situation where an individual's personal interests are in conflict, or could result in the perception of conflict with their duties or responsibilities for viaSport. Including but not limited to participating in decisions related to contractual arrangements, employment, provision of services or receipt of gifts.
- b) viaSport Personnel: anyone acting in a capacity supporting the work or representing viaSport, including Board Members, Staff, Contractors, Committee Members and Advisory Group Members.

## 5) STANDARDS

- a) viaSport Personnel who has a direct or indirect material interest in a contract, transaction, or other formal engagement (whether existing or proposed) with viaSport BC, or a matter for consideration by the Directors and/or Management decision making:
  - i) Must disclose fully and promptly the nature and extent of their interest in the contract, transaction or matter;
  - ii) Must not influence the decision-making process,
  - iii) Must not vote on the matter if a vote is required,
  - iv) Must absent themselves from the discussion whether at a meeting or otherwise or the portion thereof, unless requested by the final decision marker to remain involved in the decision.
- b) A Board Director and/or Staff Member will not be a Board Director of any sport organization that is under viaSport's Designation Program and associated policy.
- c) All approvals of activities and any disclosures related to this policy must be reported to viaSport's Chief Operating Officer for tracking.

- d) The giving or receiving of gifts or promotion items valued at less than \$100, such as a lunch or dinner, is permissible.

## **6) APPLICABLE OPERATIONAL PROCEDURES**

- a) Annually Board Directors must complete the Conflict of Interest Disclosure Form.
- b) All viaSport Personnel who find themselves in an actual, perceived or potential conflict of interest must disclose the matter to the appropriate authority as outlined below. Individuals who fail to disclose may be subject to disciplinary action up to and including removal from their role and dismissal.
  - i) Coordinators and Manager disclose to the department Director.
  - ii) Department Directors, disclose to the Chief Operating Officer.
  - iii) Chief Operating Officer, disclose to the Chief Executive Officer.
  - iv) Chief Executive Officer, disclose to the Board Chair.
  - v) Board Directors, disclose to the Board Chair and Chief Executive Officer.
  - vi) Committee or Advisory Group Members, disclose to the Committee Chair.
  - vii) Grant Panelists, disclose to the Grant Manager.
  - viii) Other Personnel, disclose to the direct report associated with the project or your assigned role.

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