



CONFLICT OF INTEREST POLICY

1. The following terms have these meanings in this Policy:
 - a. “*Act*” – Corporations Act of Canada.
 - b. “*Conflict of Interest*” – A real or seeming incompatibility between one’s private interests and one’s public or fiduciary duties.
 - c. “*Wheelchair Basketball Canada Decision Maker*” – Directors, officers, employees, committee members and other decision makers with Wheelchair Basketball Canada.
 - 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*” - Family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.
 - f. “*Perceived Conflict of Interest*” – A perception by an informed person that a conflict of interest exists or may exist.

Purpose and Application

2. The purpose of this Policy is to describe how Wheelchair Basketball Canada Decision Makers will conduct themselves in matters relating to real or perceived conflicts of interest, and to clarify how Wheelchair Basketball Canada will make decisions in situations where conflicts of interest may exist.
3. This policy applies to Wheelchair Basketball Canada Decision Makers.

Statutory Obligations

4. Wheelchair Basketball Canada is incorporated and governed under the Act in matters involving a real or perceived conflict between the personal interests of Wheelchair Basketball Canada Decision Makers and the broader interests of Wheelchair Basketball Canada.
5. Under the Act, any real or perceived conflict, whether pecuniary or non-pecuniary, between Wheelchair Basketball Canada Decision Makers’ interest and the interests of Wheelchair Basketball Canada, must at all times be resolved in favor of Wheelchair Basketball Canada.

Additional Obligations

6. In addition to fulfilling all requirements of the Act, Wheelchair Basketball Canada Decision Makers will also fulfill the additional requirements of this Conflict of Interest Policy as follows, Wheelchair Basketball Canada Decision Makers will not:
 - a. Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with Wheelchair Basketball Canada, unless such business, transaction or other interest is properly disclosed to Wheelchair Basketball Canada in accordance with this Policy;

- b. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
- c. In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
- d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with Wheelchair Basketball Canada, where such information is confidential or is not generally available to the public;
- e. Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of Wheelchair Basketball Canada, or in which they have an advantage or appear to have an advantage on the basis of their association with Wheelchair Basketball Canada;
- f. Use Wheelchair Basketball Canada property, equipment, supplies or services for activities not associated with the performance of official duties with Wheelchair Basketball Canada without the permission of Wheelchair Basketball Canada;
- g. Place themselves in positions where they could, by virtue of being a Wheelchair Basketball Canada Decision Maker, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- h. Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Wheelchair Basketball Canada Member.

Disclosure of Conflict of Interest

7. On an annual basis, all Wheelchair Basketball Canada Decision Makers will complete a written statement disclosing any real or perceived conflicts that they might have.
8. At any time that a Wheelchair Basketball Canada Decision Maker becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict to the Board of Directors immediately.
9. Any person who is of the view that a Member of Wheelchair Basketball Canada may be in a position of conflict of interest may report this matter in writing to Wheelchair Basketball Canada Board of Directors.

Resolving Conflicts in Decision-making

10. Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by a Wheelchair Basketball Canada Decision Maker will be considered and decided upon by Wheelchair Basketball Canada Board of Directors provided that:
 - a) The nature and extent of Wheelchair Basketball Canada Decision Makers' interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
 - b) Wheelchair Basketball Canada Decision Maker does not participate in discussion on the matter giving rise to the conflict of interest;
 - c) Wheelchair Basketball Canada Decision Maker abstains from voting on the proposed decision or transaction;
 - d) Wheelchair Basketball Canada Decision Maker is not included in the determination of quorum for the proposed decision or transaction; and

- e) The decision or transaction is in the best interests of Wheelchair Basketball Canada.

Conflicts Involving Employees

11. Wheelchair Basketball Canada will restrict employees from being affiliated with any Wheelchair Basketball Canada member during the term of their employment unless consented to by Wheelchair Basketball Canada Board of Directors. Any determination as to whether there is a conflict of interest will rest solely with Wheelchair Basketball Canada, and where a conflict of interest is deemed to exist, the employee will resolve the conflict by ceasing the activity giving rise to the conflict.

12. Wheelchair Basketball Canada will not restrict employees from accepting other employment, contracts or volunteer appointments during the term of their employment with Wheelchair Basketball Canada, provided that the employment, contract or volunteer appointment does not diminish the employee's ability to perform the work contemplated in their employment agreement with Wheelchair Basketball Canada. Any determination as to whether there is a conflict of interest will rest solely with Wheelchair Basketball Canada, and where a conflict of interest is deemed to exist, the employee will resolve the conflict by ceasing the activity giving rise to the conflict.

Enforcement

13. Failure to adhere to this Policy may give rise to discipline in accordance with Wheelchair Basketball Canada's Discipline and Complaints Policy.