



CONFLICT OF INTEREST POLICY

1. POLICY STATEMENT

VRPA shall strive to identify, reduce and where possible eliminate all instances of conflict of interest by being prudent and forthcoming about potential conflicts. This Policy describes how VRPA members should conduct themselves in matters relating to conflicts of interest and clarifies how individuals will make decisions in situations where a conflict of interest may exist.

2. CONTEXT/BACKGROUND

Individuals who act on behalf of VRPA have a duty first to VRPA and second to any personal stake they have in the operations of VRPA.

3. APPLICATION

This Policy applies to all individuals participating in VRPA as directors, employees or committee members

4. ROLES/RESPONSIBILITIES

Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between an individual's personal interest and the interests of VRPA, shall always be resolved in favour of VRPA.

Individuals will not:

- Engage in any business or transaction or have a financial or other personal interest that is incompatible with their official duties with VRPA, unless such business, transaction or other interest is properly disclosed to VRPA and approved by VRPA.
- Knowingly place themselves in a position where they are under obligation to any person or organization who might benefit from special consideration or who might seek preferential treatment. 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 an interest, financial or otherwise.
- Derive direct or indirect personal benefit from information that they have acquired while fulfilling their official duties with VRPA if such information is confidential or not generally available to the public.

- 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 VRPA or in which they have an advantage or appear to have an advantage based on their association with VRPA, unless disclosed to VRPA prior to such engagement..
- Without the permission of VRPA use property, equipment, supplies or services for activities not associated with the performance of their official duties with VRPA.
- Place themselves in positions where they could, by virtue of being a VRPA member, influence decisions or contracts from which they could derive any direct or indirect benefit.
- 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 VRPA member.

5. IMPLEMENTATION

On an annual basis, VRPA's Board of Directors, employees and committee members will complete a Declaration Form disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by VRPA for a period of one additional year.

Individuals shall disclose real or perceived conflicts of interest to VRPA's Board of Directors (the Board) immediately upon becoming aware that a conflict of interest may exist. Disclosure shall be via submitting an updated Declaration Form.

Individuals shall also disclose all affiliations with other organizations that may have relationships with or conflicts with pickleball or VRPA. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, officer or director.

5.1. Minimizing Conflicts of Interest in Decision Making

Decisions and transactions that involve a conflict of interest that have been proactively disclosed by an individual or become known via other means will be decided with the following additional provisions:

- The nature and extent of the individual's interest has been fully disclosed to the body that is making the decision and this disclosure is recorded or noted.
- The individual may be asked to recuse themselves from all related discussions.
- The individual will not be allowed a vote.
- For board-level decisions, the individual will not count toward quorum.
- The decision is confirmed to be in the best interests of VRPA.

For potential conflicts of interest involving employees, the Board will determine whether there is a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity that gave rise to the conflict.

VRPA 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 VRPA or give rise to a conflict of interest.

5.2. Conflict of Interest Complaints

Any person who believes that an individual has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the Board to be addressed under VRPA'S Complaints Policy.

If a situation arises during a meeting, a complaint may be lodged orally at the time. Any record of meeting notes or minutes shall include such notification and related discussion.

The Board will decide appropriate measures to eliminate the conflict as quickly as possible.

If the individual acknowledges and removes the conflict of interest, that may eliminate the need for further discussion and decision.

If the conflict situation is not affectively addressed in a timely manner, a formal Complaint may be filed.

5.3. Decision

The Board if on receipt of and conflict notification, may depending on the level of the perceived conflict pre-emptively impose a temporary suspension of designated activities, pending a formal meeting and a decision of the Board.

If the conflict cannot be resolved easily and quickly, a formal complaint should be initiated. In all conflict of interest cases all decisions and sanctions must be with majority Board approval.

5.4. Sanctions

The Board may apply the following actions singly or in combination for conflicts of interest:

- Removal or temporary suspension of certain responsibilities or decision-making authority
- Removal or temporary suspension from a designated position.
- Removal or temporary suspension from certain teams, events and/or activities
- Expulsion from VRPA
- Other actions as may be considered appropriate for the real or perceived conflict of interest

Failure to comply with an action as determined by the Board will result in automatic suspension from VRPA until compliance occurs.

6. RESULTS

All potential conflicts of interest will be identified early and managed in order to eliminate the possibility of a conflict of interest, mitigate/manage the impact of such conflict and identify means to prevent in the future.

7. COMING INTO FORCE

This policy came into force June 27, 2023.