



CONFLICT OF INTEREST POLICY

Definitions

1. The following terms have these meanings in this policy:
 - a. “Board” – The Board of Directors of Cheer Manitoba.
 - b. “Conflict of Interest” – Any situation in which a Representative’s participation, which should always be in the best interests of the organization, is influenced or could be perceived to be influenced by personal, family, financial, business, or other private interests.
 - c. “Representative” – An individual(s) employed by, or engaged in activities on behalf of Cheer Manitoba including: coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and directors and officers.
 - d. “Organization” – Cheer Manitoba.

Purpose

2. Cheer Manitoba strives to reduce and eliminate instances of Conflict of Interest – by being aware, prudent, and forthcoming about potential Conflicts of Interest. This policy describes how Representatives will conduct themselves in matters relating to Conflict of Interest and clarifies how Representatives will make decisions where a Conflict of Interest exists or may exist.

Scope and Application

3. This policy applies to all Representatives.

Obligations

4. Representatives will not:
 - a. Put themselves in a Conflict of Interest, whether real or perceived.
 - b. Engage in any business or transaction that is incompatible with their official duties with their Organization, unless such business, transaction, or other interest is properly disclosed to the Organization and approved by the Organization.
 - c. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment.
 - d. 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 are a part of.
 - e. Derive personal benefit from information that they have acquired during fulfilling their official duties with the Organization, if such information is confidential or not generally available to the public.
 - f. Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict 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 the Organization.
 - g. Without the prior permission of their Organization, use the Organization’s property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Organization.

- h. Place themselves in positions where they could, by virtue of being a Representative, influence.
- i. Decisions or contracts from which they could derive any direct or indirect benefit.
- j. 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.

Disclosure of Conflict of Interest

- 5. Representatives will disclose Conflicts of Interest to their Organization's Board immediately upon becoming aware that a Conflict of Interest may exist.
- 6. Employees of Cheer Manitoba will disclose any Conflict of Interest to their organization's President of the Board of Directors and Executive Director.
- 7. Representatives of Cheer Manitoba will disclose any affiliation with any other organizations involved with Cheerleading. These affiliations include any of the following roles: athlete, coach, manager, judge, employee, volunteer, or director.

Minimizing Conflicts of Interest in Decision-Making

- 8. When a Representative proactively discloses a Conflict of Interest on a matter, Cheer Manitoba will ensure:
 - a. The nature and extent of the Representative's interest has been fully disclosed and this disclosure is recorded or noted.
 - b. The Representative does not participate in discussion on the matter.
 - c. The Representative abstains from voting on the decision.
 - d. For board-level decisions, the Representative does not count toward quorum.
 - e. The decision is confirmed to be in the best interests of the Organization.
- 9. For Conflicts of Interest involving employees, the BOD President/Executive Director will determine whether there is a Conflict of Interest and, if one exists, the employee will cease the activity giving rise to the Conflict of Interest.
- 10. Cheer Manitoba 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 the Organization or give rise to a Conflict of Interest.

Conflict of Interest Complaints

- 11. Any person who believes that a Representative may be in a Conflict of Interest can report the matter, in writing (or verbally if during a meeting of the Board or any committee) to the Organization's Board.
- 12. The Board will take appropriate measures to deal with the Conflict of Interest, including the following actions, singly or in combination:
 - a. Removal or temporary suspension of certain responsibilities or decision-making authority.
 - b. Removal or temporary suspension from a designated position.
 - c. Removal or temporary suspension from certain teams, events, and/or activities.

- d. Expulsion from the Organization.
 - e. Other actions as may be considered appropriate for the real or perceived conflict of interest.
13. Notwithstanding the procedures set out in the Discipline and Complaints Policy, the Board may determine that an alleged Conflict of Interest not proactively disclosed is of such seriousness as to warrant suspension of designated activities pending a decision of the Board or a decision pursuant to the Discipline and Complaints Policy.

Communication

14. Cheer Manitoba will identify those persons within their respective organizations who will be responsible for implementing this Policy.

Review and Amendment

15. This policy will be reviewed every 3 years.

Approval

16. This policy was approved by Cheer Manitoba and its Board of Directors on October 17, 2021.