



# **Aquasonics Artistic Swim Club Conflict of Interest Policy**

(Approved Dec 19, 2022 - Revised Dec 1, 2023)

## **1. Purpose**

The purpose of this Conflict of Interest Policy is to ensure that the interests of Aquasonics Artistic Swimming Club ("AASC") are not compromised by conflicts of interest on the part of its directors, officers, employees, and volunteers.

AASC is committed to the highest levels of integrity. Individuals are expected to conduct their relationships with each other, the Organization, and outside organizations with objectivity and honesty and must ensure that their interests, or those of people close to them, do not conflict with the impartial performance of their duties.

## **2. Scope**

This policy applies to all directors, officers, employees, and volunteers of AASC.

## **3. Definitions**

- Conflict of Interest: A situation in which an individual's personal interests or loyalties conflict with the interests of AASC.
- Related Person: Any individual who has a familial, financial, or personal relationship with a director, officer, employee, or volunteer that may potentially influence their actions or decisions.
- Even if the Individual does not have an actual Conflict of Interest, other people may reasonably perceive the Individual to have a Conflict of Interest that may prevent them from acting objectively or impartially. It is important to avoid an actual or perceived Conflict of Interest. A reasonable perception of Conflict of Interest can damage the reputation of both the Individual and their Organization.

## **4. Disclosure of Conflicts**

All directors, officers, employees, and volunteers are required to promptly disclose any actual or potential conflicts of interest to the Board of Directors.

## **5. Identification of Conflicts**



Conflicts of interest may arise in various situations, including but not limited to:

- Financial interests in organizations that do business with AASC.
- Personal relationships with vendors, contractors, or other parties that conduct business with AASC.
- Participation in activities that may compete with AASC's interests.

## 6. Procedures for Handling Conflicts

Upon disclosure of a conflict of interest, the Board of Directors shall take the following steps:

- a. Review the disclosed conflict to determine its materiality and potential impact on AASC.
- b. If deemed necessary, request additional information from the individual disclosing the conflict.
- c. Assess whether the conflict can be managed or mitigated to prevent any adverse impact on AASC.
- d. Determine an appropriate course of action, which may include recusal from relevant discussions or decisions, divestment of conflicting interests, or other measures to address the conflict.
- e. Board and committee members must not allow their loyalty to the Organization to be compromised by their relationship or involvement with another outside organization.

## 7. Annual Review and Acknowledgment

All directors, officers, employees, and volunteers are required to review and acknowledge this Conflict of Interest Policy annually.

## 8. Enforcement

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or removal from volunteer positions.

## 9. Confidentiality

All disclosures of conflicts of interest and related discussions shall be treated with the utmost confidentiality, except as required by law.

## 10. Reporting



Any concerns regarding potential conflicts of interest should be reported to the Board of Directors or designated Ethics Officer.

### **11. Amendment**

This Conflict of Interest Policy may be amended by the Board of Directors as deemed necessary.

### **12. Preferential Treatment**

Individuals must not act in their official roles with AASC to assist other organizations or persons in their dealings with AASC, if this may result in, or potentially appear to result in, preferential treatment.

### **13. Alignment with governing bodies**

AASC Board abides by the BCAS Conduct Policy, specifically Chapter 6: Conflict of Interest Policy and the CAS CONFLICT OF INTEREST POLICY.