NEW BRUNSWICK TABLE TENNIS ASSOCIATION
CONFLICT OF INTEREST POLICY

DEFINITIONS

1. These terms will have these meanings in this Policy:

a) "*Conflict of Interest*" - Any situation in which a Representative's decision-making, which should always be in the best interests of the New Brunswick Table Tennis Association (NBTTA), is influenced or could be influenced by personal, family, financial, business, or other private interests.

b) "*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.

c) "*Non-Pecuniary Interest*" - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.

d) "*Representatives"* – Individuals employed by, or engaged in activities on behalf of, including: coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of the NBTTA.

PURPOSE

2. The NBTTA strives to reduce and eliminate nearly all instances of conflict of interest at the NBTTA – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest and clarifies how Representatives shall make decisions in situations where conflict of interest may exist.

SCOPE AND APPLICATION

3. This Policy applies to all Representatives.

STATUTORY OBLIGATIONS

4. The NBTTA is incorporated under the *Canada Not-for-profit Corporations Act* ("*Act*") and is governed by the *Act* in matters involving real or perceived conflict between the personal interests of a director or

officer (or other individual involved in decision-making or decision-influencing roles) and the broader interest of the NBTTA.

5. Under the *Act*, any real or perceived conflict, between an Individual's interest and the interests of the NBTTA must at all times be resolved in favour of the NBTTA.

ADDITIONAL OBLIGATIONS

6. In addition to fulfilling all requirements of the *Act*, Representatives will also fulfill the additional requirements of this policy. Representatives will not:

a) Engage in any business or transaction or have a financial or other personal interest which is incompatible with the discharge of their duties and obligations.
b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or favour on their part or who might seek, in any way, preferential treatment.
c) Knowingly place themselves in a position where they could be influenced in a decision by a person, friend, family, financial, business or other interests.
d) Accord, in the performance of their duties and obligations, preferential treatment to any person, relatives or friends or to organizations in which they or their relatives or friends have an interest, financial or otherwise.
e) Benefit from the use of information acquired during the course of their official duties, which is generally not available to the public.
f) Engage in any outside work, activity, or business undertaking:
    i)That conflicts or appears to conflict with their duties as a representative of the NBTTA.
    ii) In which they have an advantage or appear to have an advantage derived from their association with the NBTTA.
    iii) In a professional capacity that will or might appear to influence or affect the carrying out of their duties as a NBTTA Representative.
g) Use the NBTTA property, equipment, supplies, or services of consequence for activities not associated with the discharge of official duties.
h) Place themselves in a position where they could derive any direct or indirect benefit or interest from any contracts, the decisions with respect to which, they could influence.
i) Accept any gift that could reasonably be construed as being given in anticipation or recognition of special consideration by the NBTTA.

DISCLOSURE OF CONFLICT

7. All Representatives will disclose any conflict of interest situation by submitting to the decision-making body a Declaration of Conflict Form (Appendix A). The Form must be submitted in the following circumstances:

a) For those who are nominated for election, they will disclose prior to the election their potential conflict of interest.
b) At the first annual meeting of any NBTTA Committee, each Representative serving on the committee shall make verbal disclosure of their interests, to be recorded and submitted to the Board of Directors.

c) Whenever a Representative considers that he or she could be, or could potentially be, in a conflict of interest as defined within this Policy or otherwise, he or she shall disclose this conflict to the committee or to the Board of Directors, as applicable.
d) Any Representative who feels that another Representative is in a conflict of interest can raise the matter with the committee or the Board of Directors, as applicable.

RESOLVING CONFLICT IN DESIGNATED POSITIONS

8. Following disclosure of conflict of interest which could affect the carrying out of the duties of the Representative, or where the personal interest is sufficient to appear to influence the objective exercise of his or her official duties, such individual will withdraw from all situations where the conflict exists. The Board of Directors will make the final determination as to whether a conflict exists, how it can be resolved, and the next steps that should be taken.

RESOLVING CONFLICT IN DECISION-MAKING

9. Following disclosure of a conflict of interest with respect to a particular decision, the following principles shall apply:

a) The individual in conflict of interest may not participate in discussion of this decision as an advocate on his or her own behalf, either formally at the meeting or informally through private contact, communication, and discussion, unless such participation is approved by a unanimous vote of the applicable decision-making group.
b) Except where participation in discussion has been properly approved as per the above subsection, the Representative shall not be present at that portion of a meeting when matters in which he or she has an interest are considered.
c) The individual in a conflict of interest shall not participate in any vote on the matter.

ENFORCEMENT

10. Where a Representative has failed to disclose a conflict of interest, the Board of Directors will take the following actions:

a) Request that the Representative's actions be justified in writing.
b) Discuss the circumstances at the next meeting of the Board (if necessary, the Board may call an emergency meeting of the Board to consider the circumstances) Based on the decision of the Board, the Representative may be requested to cease those actions that brought about the conflict of interest or withdraw from those activities that cause a conflict of interest. Should the Representative continue those actions or activities that have been deemed to be in conflict with the interests of the NBTTA, the Representative will be removed from his or her position.

11. Representatives who fail to meet the standards of behaviour described within this policy will be subject to disciplinary sanctions as identified within the NBTTA's *Discipline and Complaints Policy*.

DOCUMENTATION AND PUBLICATION

12. Documentation relating to conflict of interest situations shall be recorded in the minutes of the applicable committee or Board meeting.

13. When the Board of Directors determines that exploitation of a conflict of interest has occurred, the Board of Directors will make it public.

RIGHT TO APPEAL

14. If the Representative is removed from his/her position and wishes to appeal the decision, a written request for Appeal must be submitted in accordance with NBTTA's *Appeal Policy*.

REVIEW AND APPROVAL

15. This Policy was last reviewed and approved by the NBTTA's Board of Directors on January 10th, 2025.

APPENDIX A

Declaration regarding Conflict of Interest

I have read the *Conflict of Interest Policy*, I agree to be bound by the obligations contained therein, and I commit to avoid any real or perceived conflict of interest. I also commit to disclosing the existence of any real or perceived conflict of interest to the Board of Directors, as soon as it is known to me.

I declare the following interests which may represent a potential conflicting interest:

Name	Signature	Date