Chatham Ballhawks Volleyball Club

CONFLICT OF INTEREST POLICY

Purpose

The Chatham Ballhawks Volleyball Club ("Club") is committed to the highest ethical standards where its Individuals conduct themselves with personal integrity, honesty, and diligence in performing their duties. Individuals who act on behalf of the Club shall place the interests of the Club ahead of any personal, professional, or financial interests when carrying out their duties. The term Individual refers to all categories of members defined in the Club's by-laws, Club volunteers, and any other person acting on behalf of the Club.

This Conflict of Interest policy ("Policy") supplements the disclosure requirements established under section 41 of the *Not-for-Profit Corporations Act, 2010* and sets out additional expectations for Individuals entrusted with decision-making authority within the Club.

A Conflict of Interest arises when an Individual's personal, professional, financial, family, organizational, or other interests could influence, or reasonably be perceived to influence, their ability to act in the best interests of the Club.

As this policy cannot contemplate all situations in which Conflicts of Interest may arise, Individuals are to use their best judgment to ensure that they deal with actual, potential, and perceived Conflicts of Interest appropriately.

Application

This Policy applies to all Individuals who are granted the authority to make decisions on behalf of the Club.

The Club recognizes that Individuals may have interests, loyalties, or perspectives related to their roles within the Club. Such interests do not, by themselves, constitute a Conflict of Interest and do not prevent an Individual from carrying out their duties, provided that any actual, potential, or perceived conflict is disclosed and managed in accordance with this Policy.

1. Prohibitions and Obligations

Individuals shall not:

a) engage in any outside work, activity, business, or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the Club, or in which they have an advantage or appear to have an advantage on the basis of their involvement with the Club, unless such conflict or apparent conflict is properly disclosed to and approved by the Club's Board of Directors ("Board");

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 preferential treatment from them or the Club;

c) exploit their position within the Club for personal gain, advantage, or prestige;

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 have an interest, whether financial or non-financial;

e) derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Club, if such information is not generally available to the public;

f) without the permission of the Club, use the Club's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Club;

g) place themselves in positions where they could, by virtue of their association with the Club, influence decisions or contracts from which they could derive any direct or indirect benefit;

h) 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 their association with the Club; or

i) participate in decisions involving the selection of suppliers, contractors, or service providers where the Individual, a family member, or a related organization may benefit from the decision unless the conflict has been disclosed and managed in accordance with this Policy.

Any actual, potential, or perceived Conflict of Interest, regardless of whether the interest is financial, personal, professional, or otherwise, between an Individual's personal interest and the interests of the Club, musy be resolved in favour of the Club.

2. Declaration of Interest

Individuals acting on behalf of the Club who may be in a position to influence decision-making shall complete a Conflict of Interest Declaration Form upon appointment, election, hiring, or engagement.

Individuals shall disclose any actual, potential, or perceived conflict of interest, including any relevant personal, professional, financial, family, or organizational relationships that could reasonably be viewed as influencing their judgment on matters related to the Club.

Individuals are responsible for promptly updating their declaration whenever a material change occurs in their circumstances.

An Individual who becomes aware of an actual, potential, or perceived conflict of interest relating to a matter under consideration by the Club shall disclose the conflict at the earliest opportunity and before participating in any discussion or decision regarding the matter.

An Individual participating in a meeting who has declared a Conflict of Interest shall not participate in discussion or voting on the matter and shall leave the meeting during consideration of the matter unless requested to provide information.

3. Disclosure of Conflict of Interest

Individuals shall disclose an actual, potential, or perceived Conflict of Interest to the Board immediately upon becoming aware that a Conflict of Interest may exist. Such obligation to disclose is continuing and shall not end if the Conflict of Interest is discovered after the decision-making process is completed.

Any person who believes that an Individual is in violation of this Policy may submit a complaint, in writing, to the Board.

Decisions or transactions undertaken following the proactive disclosure of a Conflict of Interest by an Individual must reflect the following considerations:

a) the nature and extent to which the Individual's interest has been disclosed to the body that is considering or making the decision;

b) the requirement that the Individual recuse themselves from discussions on the matter giving rise to the Conflict of Interest – for greater certainty, however, this would not preclude the body considering the matter from asking questions of the individual regarding the matter; and

c) the requirement that the Individual abstain from voting on the decision (note, however, that this has no impact on any quorum requirement).

All conflict of interest disclosures and recusal decisions shall be recorded in the meeting minutes.

4. Complaints and Enforcement

Alleged violations of this Policy shall be addressed in accordance with the Club's *Discipline and Complaints Policy*.

5. Policy Review

The Board shall review this Policy at least every three years, or sooner if required due to changes in applicable legislation, regulatory requirements, governance standards, or the operational needs of the Club.

6. Approval

This Conflicts of Interest Policy was approved by the Board of Directors of the Chatham Ballhawks Volleyball Club on October 18TH, 2026 and shall remain in effect until amended or repealed by the Board.