

Conflict of Interest Policy

Definitions

1. The following terms have these meanings in this policy:
 - a) *"Board"* – The Board of Directors of Volleyball Alberta.
 - b) *"Conflict of Interest"* – Any situation in which a Representative's participation, which should always be in the best interests of Volleyball Alberta, is influenced or could be perceived to be influenced by competing personal, family, financial, business, or other private interests. The definition of *"Conflict of Interest"* shall include a perception by an informed person that a Conflict of Interest exists or may exist.
 - c) *"Representative"* – An individual(s) employed by, contracted by, or engaged in activities on behalf of Volleyball Alberta or a Certified Volleyball Club Member (as defined in the *Membership Policy*) including: coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, referees, committee members and directors and officers.

Purpose

2. Volleyball Alberta 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.
3. As this policy cannot contemplate all situations in which Conflicts of Interest may arise, Representatives are to use their best judgment consistent with the spirit and intent of this policy to ensure that they deal with actual, potential, and perceived Conflicts of Interest appropriately. It is equally important for Representatives to monitor perceptions of Conflict of Interest that could damage Volleyball Alberta's reputation.

Scope and Application

4. This policy applies to all Representatives.

Obligations

5. 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 Volleyball Alberta, unless such business, transaction, or other interest is properly disclosed in accordance with sections 7, 8 and 9 of this policy to Volleyball Alberta and approved by Volleyball Alberta;
 - 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;

- e) Derive personal benefit from information that they have acquired during fulfilling their official duties with Volleyball Alberta, 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 Volleyball Alberta;
 - g) Without the prior permission of Volleyball Alberta, use Volleyball Alberta's property (including, without limitation, Volleyball Alberta's branding, logos and intellectual property rights, whether registered or unregistered), equipment, supplies, or services for activities not associated with the performance of their official duties with Volleyball Alberta;
 - h) Place themselves in positions where they could, by virtue of being a Representative, influence decisions or contracts from which they could derive any direct or indirect benefit;
 - i) 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;
 - j) Exploit their positions within Volleyball Alberta to derive a personal profit from the activities of Volleyball Alberta;
 - k) Exploit their positions within Volleyball Alberta to lever for themselves a personal profit, advantage, or position of prestige;
 - l) Exploit their positions within Volleyball Alberta in such a manner that prioritizes a separate (provincial or national) governing body or association over Volleyball Alberta.
6. Any real or perceived Conflict of Interest between a Representative's personal interest and the interests of Volleyball Alberta, shall always be resolved in favour of Volleyball Alberta.

Disclosure of Conflict of Interest

7. Representatives have the responsibility, at any given time, to disclose any real or perceived affiliation with any other organization or association involved with the sport of volleyball which are not registered with Volleyball Alberta. Conflicts of Interest which are to be disclosed include roles which involve any form of oversight, leadership or decision-making power. These conflicts can include but are not limited to the following roles: founder, manager, officer, director, employee, coach or other leadership positions. Any such potential Conflict of Interest, real or perceived, shall be disclosed to Volleyball Alberta's Chief Executive Officer as soon as reasonably practicable.
8. If a Representative is unsure about whether a Conflict of Interest exists, the Representative may ask Volleyball Alberta's Chief Executive Officer for confirmation.
9. Disclosures of Conflict of Interest will be included as an item on the agenda of all meetings of the Board and/or other special committee meetings of Volleyball Alberta, where applicable.

Minimizing Conflicts of Interest in Decision-Making

10. When a Representative proactively discloses a Conflict of Interest on a matter, Volleyball Alberta will ensure the following:

- 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 discussions on the matter giving rise to the Conflict of Interest – for greater certainty, however, this would not preclude Volleyball Alberta considering the matter from asking questions of the Representative regarding 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 Volleyball Alberta.
11. For Conflicts of Interest involving employees, Volleyball Alberta's Chief Executive Officer/Executive Director will determine whether there is there a Conflict of Interest and, if one exists, the employee will cease the activity giving rise to the Conflict of Interest. For Conflicts of Interest involving Volleyball Alberta's Chief Executive Officer or Executive Director, the Chair of the Board will determine whether there is there a Conflict of Interest and, if one exists, the Chief Executive Officer or Executive Director, as applicable will cease the activity giving rise to the Conflict of Interest.
12. Volleyball Alberta will not restrict employees from accepting other employment contracts or volunteer appointments during the term of their employment with Volleyball Alberta provided that: (i) the activities do not diminish the employee's ability to perform the work described in the employee's job agreement with Volleyball Alberta; (ii) the activities do not give rise to a Conflict of Interest; and (iii) the employee discloses any real or perceived Conflicts of Interest to Volleyball Alberta.

Conflict of Interest Complaints

13. 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 Volleyball Alberta's Board or Volleyball Alberta's Chief Executive Officer. Alternatively, the Conflict of Interest complaint can be submitted to the Independent Third Party (as defined in the *Discipline and Complaints Policy*) complaint mechanisms in accordance with the *Discipline and Complaints Policy*, in order to accommodate anonymous submissions.
14. The complaint shall be dealt with in accordance with the procedures set out in the *Discipline and Complaints Policy*.
15. The Discipline Chair (as defined in the *Discipline and Complaints Policy*) or the Independent Third Party, as applicable, 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 Volleyball Alberta.
 - e) Other actions as may be considered appropriate for the real or perceived conflict of interest.

16. Notwithstanding the procedures set out in the *Discipline and Complaints Policy*, the Board may determine that an alleged of a Conflict of Interest, not proactively disclosed, is of such seriousness as to warrant immediate suspension of designated activities pending a decision of the Board or a decision pursuant to the *Discipline and Complaints Policy*.

Communication

17. Volleyball Alberta will identify those persons within their respective organizations who will be responsible for implementing this policy.

Review and Amendment

18. All significant amendments to this policy will be submitted to Volleyball Alberta for review by the Board.
19. This policy will be reviewed every two years. Any significant policy amendments will be approved by Volleyball Alberta and the Board.

Approval

20. This policy was approved by Volleyball Alberta and the Board on July 31, 2025.