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# TNC-pol-05

## Conflict of Interest Policy

### Purpose

To outline the principles and examples to provide sound guidance to resolve potential conflicts.

### Introduction

Conflicts of interest may arise from time to time in the affairs of Telemark Nordic where the private interests of an individual interfere with his/her official duties and responsibilities. The conflicts may be real or they may simply be perceived. In either case, Telemark Nordic should endeavour to protect itself, its volunteers and its employees from potential legal difficulties and from poor public relations through an open and clear process that is widely circulated.

The following paragraphs outline principles and examples that should provide sound guidance to resolve potential conflicts. Good judgement will also be required in the application of the principles.

### Objective

The objective of the guideline is to enhance public confidence in the integrity of, and afford legal protection to, all volunteers and employees of Telemark Nordic by establishing clear rules of conduct respecting conflict of interest for volunteers and employees.

### Principles:

Volunteers and employees shall perform their official duties in a manner that will conserve and enhance public confidence and trust in the integrity, objectivity and impartiality of Telemark Nordic.

Volunteers and employees should not have private interests that would be affected by Telemark Nordic actions in which they participate.

Volunteers and employees shall not solicit or accept transfers of economic benefit, other than incidental gifts, customary hospitality, or other benefits of nominal value, from persons or organizations having dealings with Telemark Nordic unless the transfer is pursuant to an enforceable contract or property right of the volunteer or employee. Such benefits may be accepted with the written consent of Telemark Nordic.

The basic principle is that neither benefits received nor private interests of an individual should influence the objectivity and impartiality of their judgements in the performance of their duties and responsibilities.

Care must be taken to avoid being placed under obligation to any person or organization that might profit from special consideration by a volunteer or an employee.

### **Compliance Measures:**

Volunteers and employees can comply with the guidelines by:

1. avoiding activities or situations that would place them in a real, potential or apparent conflict of interest relative to their official duties and responsibilities.
2. providing to Telemark Nordic a written statement indicating ownership of an asset, or receipt of a gift, hospitality or other benefit,
3. where continued ownership would constitute a conflict of interest, divesting themselves of an asset or placing it in trust.

Volunteers and employees should not participate in decisions from which they or their immediate family may derive a benefit, either directly or indirectly. Where discussions related to such decisions take place, the volunteer or employee must identify his/her potential conflict of interest and refrain from participating in the discussion and decision.

Negotiation of contracts for goods, services or employment should be reviewed by the Board of Directors Committee to ensure that all potential conflicts are identified and resolved. In the situation where a conflict of interest is likely to arise due to the supply of goods or services by a volunteer or employee to Telemark Nordic, proper and open tendering procedures must be

followed. A volunteer or employee may still receive a contract as long as all those making the decision are aware of the potential conflict and the decision is impartial.

The Cross Country BC policy can be found at: [www.crosscountrybc.ca/14-conflic-interest-policy](http://www.crosscountrybc.ca/14-conflic-interest-policy)