

Conflict of Interest

Preamble

It is in the best interest of the Alberta Athletic Therapists Association (AATA) to be aware of and properly manage all conflicts of interests and appearances of conflict of interest. This conflict of interest policy is designed to help Directors, Officers, Members, and volunteers of the AATA identify situations that present potential conflicts of interest and to provide the AATA with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in the AATA.

Purpose

1. The purpose of this policy is to describe how Members of the AATA will conduct themselves in matters relating to conflicts of interest, and to clarify how the AATA will make decisions in situations where conflicts of interest may exist.

Description – Conflict of Interest

2. A conflict of interest exists where “there is an arrangement or relationship between the Member or a related person or related corporation and a person, where a reasonable person could conclude that the exercise of the Member’s professional expertise or judgment may conflict with or be influenced by the arrangement or relationship. A conflict of interest may be actual, potential, or perceived” (see *Code of Ethics, #7-1*).

Application

3. This policy applies to Directors, Officers, consultants, Members, and volunteers and other decision-makers with the AATA (hereafter referred to as “Representatives” of the AATA).

Statutory Obligations

4. The AATA is governed by the AATA *Code of Ethics, #7-1* in matters involving real or perceived conflict between the personal interests of a Representative (or other individual involved in decision-making or decision-influencing roles) and the broader interests of the AATA.
5. Under the *Code of Ethics*, any real or perceived conflict, whether pecuniary or non-pecuniary, between a Representative and the interests of the AATA must at all times be resolved in favour of the AATA.

Additional Obligations

6. In addition to fulfilling all requirements of the Policy, the AATA and its Representatives will also fulfill the additional requirements of this policy. Representatives of the AATA shall not:

- a) Engage in any business or transactions, or have a financial or other personal interest that is incompatible with their official duties with the AATA, unless such business, transaction, or other interest is properly disclosed in accordance with this policy.
- 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, in any way, preferential treatment.
- c) In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise.
- d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the AATA, where such information is confidential or is not generally available to the public.
- e) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the AATA, or in which they have an advantage or appear to have an advantage on the basis of their association with the AATA.
- f) Use the AATA property, equipment, supplies or services for activities not associated with the performance of the official duties with the AATA.
- g) Place themselves in positions where they could, by virtue of being a Representative of the AATA, influence decisions or contracts from which they could derive any direct or indirect benefit or interest.
- 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 being a Representative of the AATA.

Disclosure of Conflict of Interest

7. On an annual basis, all Directors, Officers, and Committee Members will complete a written statement disclosing any real or perceived conflict of interest that they might have.
8. At any time that a Representative of the AATA becomes aware that there may exist a real or perceived conflict of interest, they shall disclose this conflict to the Board of Directors immediately.
9. Any person who is of the view that a Representative of the AATA may be in a position of conflict of interest may report this matter to the Board.

Resolving Conflicts in Decision-Making

10. Decisions or transactions that involve real or perceived conflicts of interest that has been disclosed by a Representative of the AATA may be considered and decided upon by the AATA provided that:
- a) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in minutes;
 - b) The Representative does not participate in discussion on the matter giving rise to the conflict of interest, unless the body considering the matter votes to allow such participation;
 - c) The Representative abstains from voting on the proposed decision or transaction;
 - d) The Representative is not included in the determination of quorum for the proposed decision or transaction; and
 - e) The decision or transaction is in the best interests of the AATA.

Conflicts Involving Litigation by a Representative

11. If a Representative initiates litigation of any kind against the AATA, its Directors, Officers, or Committee Members, that Representative shall be deemed to be unable to fulfill their duties with the AATA with impartiality, and in keeping with the values and ethics of the AATA, the Representatives shall be immediately removed from any position as an Officer or Committee Member with the AATA until such time as the litigation is resolved.

Enforcement

12. Failure to adhere to this policy may give rise to discipline in accordance with the AATA *Code of Ethics* document.

Review and Approval

13. This policy was approved by the Members of the AATA on April 19, 2015 and will be review by the Board of Directors on an annual basis.