



SPEED SKATING CANADA

CONFLICT OF INTEREST DECLARATION FORM



This conflict of interest declaration form is intended for the use of all office holders (as defined in article 6.1-verso) and employees of Speed Skating Canada in order to ensure compliance with Policy INT-400 Conflict of Interest and to ensure transparency in the conduct of the affairs of the organization.

I, the undersigned, hereby declare the indicated absence or presence of a potential "Conflict of Interest".

Please check appropriate box

I declare that I am **not** in a position of conflict of interest

I declare that I am in a position of Conflict

with regards to the following other member(s) and/or activities of Speed Skating Canada:

Member(s):

_____	_____
_____	_____
_____	_____

Declaring member (please print)

Name: _____

Address: _____

City: _____

Prov: _____

Postal code: _____

Signed on this _____ of _____, _____

Signature:

Valid until: Annual General Meeting 2017 or in the case where no conflict has been declared, until such a point whereby a potential conflict of interest arises and at which point the office holder in conflict must advise the Chairperson of the Committee or in the case where the Chair is in conflict, he notifies the Vice-Chair.

1. PROVISIONS

1.1. Athletes, coaches, officials, volunteers, directors, officers and administrators and members of SSC acting on its behalf shall 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 personal, family, financial, business or other interests;
- d) Accord, in the performance of their duties and obligations, preferential treatment to 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 Board, Committee Member, Staff Person, or representative of SSC;
 - ii.) in which they have an advantage or appear to have an advantage derived from their association with the SSC; or
 - iii.) in a professional capacity that will or might appear to influence or affect the carrying out of their duties as a SSC Board, Committee Member, Staff Person, or representative of SSC;
- g) Use SSC 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; or
- i) Accept any gift that could reasonably be construed as being given in anticipation or recognition or of special consideration by the SSC.

1.2. Disclosure of conflict of interest shall be made in the following ways:

- 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 a Committee, each member shall make verbal and written disclosure of their interests, to be recorded and submitted to the Board of Directors;
- c) In addition to the foregoing, whenever a Board or Committee member, other SSC member or Staff Person 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 either the Committee (if during a committee meeting) or the Board of Directors;

d) Any SSC member or Staff Person who feels that another SSC member or Staff Person is in a conflict of interest can raise the matter with either the Committee (if during a committee meeting) or the Board of Directors;

e) If a Board or Committee member or Staff Person is in doubt as to whether or not a conflict of interest situation exists, he or she should provide disclosure to the Committee or Board of Directors.