



Alberta Rugby Union

11759 Groat Road
Edmonton, AB T5M 3K6

Alberta Rugby Union
Conflict of Interest Policy

Effective Date:
Board Approved:





1. Definitions

- 1.1. An “Interest” may be personal or those of a close friend, family member, business associate, corporation or partnership in which you hold a significant interest, or a person to whom you owe an obligation.
- 1.2. A “Conflict of Interest” is any situation where your interests could influence or appear to influence your ability to:
 - a. Act in Rugby Alberta’s best interest;
 - b. Represent Rugby Alberta fairly and impartially.
- 1.3. An “Indirect Benefit” is a benefit that:
 - a. Is derived by a close friend, family member, business associate, a corporation or partnership in which you hold a significant interest or a person to whom you owe an obligation;
 - b. Advances or protects your interests although it may not be measurable in money.
- 1.4. A “Designate” is a person that may be appointed by the Board to be its representative on specified conflict of interest matters.
- 1.5. “Rugby Alberta Information” is information that is acquired solely by reason of involvement with Rugby Alberta and is under an obligation to be kept confidential.

2. General Obligations

- 2.1. Unless authorized to do so by the Board or its designate, you may not:
 - a. Act on behalf of, or deal with Rugby Alberta in any matter where you are in, or appear to be in, a conflict of interest; nor
 - b. Use your position, office, or affiliation with Rugby Alberta to pursue or advance your interests as defined in paragraph 1.1.
- 2.2. The “Appearance of a Conflict of Interest” occurs when a reasonably well-informed person could have a perception that you are acting on behalf of Rugby Alberta to promote your interests as defined in paragraph 1.1.
- 2.3. You shall formally disclose a conflict of interest to the Board as soon as it becomes known. If you do not become aware of the conflict until after a matter is concluded, you are still required to make the disclosure without delay.





- 2.4. If you are in doubt about whether you are or may be in a conflict of interest, you should promptly request and comply with the advice of the Board or its designate.
- 2.5. Unless otherwise directed, you must immediately take steps to resolve the conflict or remove the appearance that it exists, by:
 - a. Promptly declaring to the Board any conflict of interest as defined by this policy and asking that such declaration be recorded in the minutes;
 - b. Excusing yourself from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed;
 - c. Refraining from all discussions of the matter giving rise to the conflict of interest, at any meeting of the Board, or elsewhere;
 - d. Refraining from voting on the matter giving rise to the conflict of interest, at any meeting of the Board.
- 2.6. In addition, you may not:
 - a. Use your relationship with Rugby Alberta to confer an indirect benefit to another party as defined in 1.3(a).
 - b. Directly or indirectly benefit from any business activity involving Rugby Alberta except in unique situations authorized by the Board.

3. Using Rugby Alberta Property and Information

- 3.1. You must have authorization from the Board or its designate to:
 - a. Use, for personal purposes, property owned by Rugby Alberta;
 - b. Purchase Rugby Alberta property unless it is through channels of disposition equally available to the public, and you are not involved in some aspect of the sale.
- 3.2. You may not take personal advantage of an opportunity available to Rugby Alberta unless:
 - a. It is clear that Rugby Alberta has irrevocably decided against pursuing the opportunity, and;
 - b. The opportunity is equally available to members of the public.





- 3.3. You may not use your position with Rugby Alberta to solicit or transact business with any Rugby Alberta stakeholder for business in connection with any interest as defined in paragraph 1.1.
- 3.4. You may use Rugby Alberta information only for Rugby Alberta purposes. It must not be used for your personal benefit.
- 3.5. You may divulge Rugby Alberta information if you are authorized by the Board or its designate to do so, and the person has a lawful right to access it.
- 3.6. If you are in doubt about whether Rugby Alberta information may be released, you should promptly request any comply with advice from the Board or its designate.

4. Rules About Gifts

- 4.1. You may accept a gift made to you because of your involvement in Rugby Alberta in the following circumstances:
 - a. The gift has no more than token value;
 - b. It is the normal exchange of hospitality or a customary gesture of courtesy between persons doing business together;
 - c. The exchange is lawfully and in accordance with accepted ethical practice and standards;
 - d. The gift could not be construed by an impartial observer as a bribe, pay off, or improper or illegal payment.
- 4.2. You may not use Rugby Alberta property to make a gift, charitable donation or political contribution to anyone on behalf of Rugby Alberta. Any gift requires the authorization of the Board or its designate.
- 4.3. Directors are to be especially cognizant of conflicts of interest in any involvement with special events, including international matches, and ensure that their actions comply with the Rugby Alberta Code of Conduct. Directors with a concern regarding potential conflicts are permitted to bring them forward for adjudication by the Board of Directors.

