Biathlon Alberta

Conflict of Interest Policy

July, 2025

BIATHLON ALBERTA – CONFLICT OF INTEREST POLICY

GENERAL

1. Conflicts of interest may arise from time to time in the affairs of Biathlon Alberta where the private interests of an individual interfere with their official duties and responsibilities. Conflicts may be real or perceived. In either case, volunteers, and employees should protect themselves and Biathlon Alberta from potential legal and public relations difficulties by observing the following policy and procedures and by using good judgment.

DEFINITIONS

2. A conflict of interest involves a conflict between a personal interest and an official responsibility of a person in a position of trust. A conflict of interest includes:

    a. *Pecuniary interest:* an interest that a person has in a matter because of the reasonable likelihood or expectation of appreciable financial gain or loss to the person or someone else with whom the person is associated (relatives, partners, employers); and

    b. *Non-pecuniary interest:* includes family relationships, friendships, positions in associations, and other interests that do not involve financial gain or loss.

3. A conflict of interest exists where a Board member, Committee member, or Staff member:

    a. engages in any business or transaction or has a financial or other personal interest which is incompatible with their official 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 who might seek preferential treatment;
    c. 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;

d. benefit from the use of information acquired during the course of their official duties, which is generally not 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 Biathlon Alberta, or in which they have an advantage or appear to have an advantage on the basis of their association with Biathlon Alberta;
f. without permission of Biathlon Alberta, use Biathlon Alberta's property, equipment, supplies or services for activities not associated with the performance of their official duties;
g. 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
h. accept any gift that could be reasonably construed as being given in anticipation of recognition of special consideration by Biathlon Alberta

POLICY

4. Biathlon Alberta is committed to maintaining high standards and conducts its activities in an open and transparent manner. The aim of this policy is to ensure that its Board of Directors, Committee members, and Staff members are aware of and avoid any opportunity where their interests, or those of people close to them, conflict with the impartial performance of their duties.

a. Board Members, Committee members, and Staff members shall perform their official duties in a manner that will conserve and enhance public confidence and trust in the integrity, objectivity and impartiality of Biathlon Alberta.
b. Board members, Committee members, and Staff members should not have private interests that would be affected by Biathlon Alberta's actions in which they participate.
c. Board members, Committee members and Staff members shall not solicit or accept transfers of economic benefits, other than incidental gifts and/or customary hospitality, from persons or organizations having dealings with Biathlon Alberta unless the transfer is pursuant to an enforceable contract or property right of the Board member, Committee member or Staff member. Such

benefits may be accepted with the express consideration and consent of Biathlon Alberta.

DISCLOSURE

Those who are elected and/or appointed will disclose their potential conflict of interest prior to beginning their term or as they arise. Staff members will disclose their potential conflicts of interest prior to being hired or as they arise.

5. In addition to the foregoing, whenever a Board member, Committee member or Staff member considers that they could be, or could potentially be, in a conflict of interest, as defined within this policy, they shall disclose this conflict to the Board of Directors.

6. If any other Board member, Committee member or Staff member feels that another Board member, Committee member or Staff member is in conflict of interest, they are obligated to raise the matter with the Board of Directors.

POST-DISCLOSURE

7. Once a Board member, Committee member, or Staff member has provided disclosure of a conflict of interest with respect to a particular decision, the following actions may be taken:

    a. The individual in conflict of interest may not participate in the discussion of this decision either formally at the meeting or informally through private contact, communication and discussion;
    b. The individual in conflict shall not be present at the portion of a meeting when matters in which they have an interest are considered; and
    c. The individual in a conflict of interest shall not participate in any vote on the matter.
    d. Any action taken to manage the conflict of interest will be recorded clearly and transparently in the meeting minutes.

EDUCATION AND COMMUNICATION

8. All Biathlon Alberta Board members, Committee members and Staff members will be supplied with a copy of the Conflict of Interest policy on election to the Board, appointment to a Committee, or at the time of hiring.

RESPONSIBILITY

9. All Biathlon Alberta Board members and the ~~General Manager~~ Executive Director are responsible for the implementation of this policy.

Policy History	
Approved	October 2025
Next Review Date	October 2028