

Section 7.0 – Additional Standards of Behaviour

7.1 – Conflicts of Interest

- a. All Participants are obligated to avoid conflicts of interest and the appearance of a conflict of interest. Participants must avoid situations where their own or their Family Members' personal interests could interfere or may conflict, directly or indirectly, with their obligations to the ACA.
- b. Participants must not allow their personal interests or the interests of their Family Members to take precedence over the interests of ACA. No Participant shall have an undisclosed direct or indirect interest in or relationship with any outside organization or person that might affect the objectivity or independence of their judgment in carrying out the duties and responsibilities they have with ACA. Anything that could constitute a conflict of interest or unethical conduct on the part of a Participant is also a conflict of interest if knowingly engaged in through a third party such as a Family Member, or other related persons or organization.
- c. A "Family Member" shall include, but is not limited to, a spouse, partner, natural or adoptive parent, child, sibling, people who are in an intimate relationship and people who permanently reside together. A Related Party: shall include a Family Member, associates or a private corporation controlled by any of these individuals.
- d. A Participant is required to disclose to their immediate supervisor, or the CEO, any conflict, or potential conflict of interest as soon as the Participant becomes aware of it and must recuse themselves from any related decisions.
- e. Conflicts of interest may arise in situations involving:
 - i. An interest, either real or perceived, that benefits the Participant or a Related Party;
 - ii. Outside organizations with which the Participant has an official governing responsibility, or which employ the Participant or a Family Member;
 - iii. The Participant having a financial interest in the outside organization; or
 - iv. Real or perceived potential to compromise the best interest of ACA.
- f. Circumstances in which a conflict of interest or unethical conduct would arise include, but are not limited to:
 - i. Material or direct personal involvement with bid city committees, sponsors, suppliers, vendors, contractors, customers or others, liable or seeking to benefit from the assistance of the Participant in his or her capacity with ACA;
 - ii. Exerting undue influence with respect to the qualification of an Athlete;
 - iii. Ownership of a material interest in one or more Entities, acting in any material capacity in on or more Entities, or acceptance of material payments, services or loans from such Entities; or
 - iv. Ownership of property directly and specifically affected by ACA's actions or acquired as a result of Confidential Information obtained from ACA.

7.1.1 – Conflict of Interest Amongst Board Members

- a. Directors are considered to be in a “conflict of interest” whenever they have an interest in a Board decision which may benefit them personally or professionally, or when their personal or professional interests in a decision conflict with the interests of the organization. A conflict of interest may be “real”, “potential” or “perceived”. The same duty of disclosure applies to each situation.
- b. To avoid conflicts of interest:
 - i. Directors must openly disclose a conflict of interest to the Chair of the Board as soon as the issue arises and before the Board or its committees deal with the matter.
 - ii. If the Director is not certain that they are in a conflict of interest position, the matter may be brought before the Board Chair or Governance and Human Resources Committee for advice and guidance.
 - iii. It is the responsibility of other Directors who are aware of a conflict of interest on the part of a fellow Director to raise the issue for clarification, first with the Director, and if unresolved, with the Board Chair.
 - iv. If there is a question or doubt about the existence of a conflict of interest, the Board will determine by vote if a conflict exists. The person potentially in conflict will be absent from the discussion and the vote.
 - v. The disclosure and decision as to whether a conflict exists, along with the member’s abstention from the discussion and vote, will be recorded in the minutes of the meeting.

7.2 – Preferential Treatment

- a. Participants must not act in their official roles with ACA to assist organizations or persons in their dealing with ACA, this may result in, or potentially appear to result in, preferential treatment to that organization or person.

7.3 – Corporate Property

- a. Participants must not use corporate property to pursue their private interests or the interests of a Related Party. Without limiting the foregoing, occasional, limited personal use of ACA computers, phones and other communication equipment is permitted, provided it does not negatively impact productivity, or interfere with normal business operations.