

Manitoba Rowing Association - Standards of Conduct Policy

APPROVED on JULY 1994

1.1 Definitions:

- a) "conflicting interesting" means an interest, obligations, or responsibility where:
 - i) the interests of an officer of Manitoba Rowing Association (MRA) personally or of any external agency may or may appear to conflict or be in variance with those of MRA; or
 - ii) may or may appear to adversely affect the unbiased exercise of the responsibility or an officer of MRA.
- b) "Employee" of MRA means any person with whom the MRA has a contract for service, whether on a full time, part time, seasonal, term or other basis.
- c) "External agency" means any corporation, Board of Directors, committee, tribunal, or organization other than the MRA, its Board of Directors, and committees.
- d) "Immediate family" includes the spouse, child, sibling, parent, of an officer of MRA, or child, sibling, parent of the spouse of an officer of the MRA.
- e) "Officer of the MRA" means any director officer, employee, or member of any standing committee of the MRA.

1.2 Officers of MRA have a duty when acting on its behalf to carry out their responsibilities for the furtherance of the best interests of the MRA alone and shall avoid, if possible, conflicting interests on exercise of their responsibilities on its behalf.

1.3 (1) Officers of the MRA shall not, without prior disclosure and approval in accordance with this policy, engage directly or indirectly in any personal business transaction or pursue any profit, which accrues from or is based upon their position with MRA.

(2) Notwithstanding the above clause, the MRA shall not enter into any contract for the supply of goods or services with:

- (a) any officer of the MRA, any member of the immediate family of an officer of the MRA, or any external agency of which an officer of the MRA or member of his/her immediate family is a proprietor, partner, or a majority shareholder.
- (b) Any employee of the MRA, except the contract of employment and any renewals of amendments thereof between the MRA and the employee;

- (c) Any member of the immediate family of an employee of the MRA or any external agency of which an employee of the MRA or a member of his/her immediate family is proprietor, partner, or majority shareholder; and
- (d) Any former employee of the MRA, or any external agency of which a former employee of the MRA or member of his immediate family is a proprietor, partner, or majority shareholder, for a period of one year from the date of the termination of the employee's employment with the MRA unless:
 - (i) the officer fully discloses his/her interest in such a contract in writing at the first reasonable opportunity;
 - (ii) the officer has complied with his/her obligations under these guidelines; and
 - (iii) the Board of Directors determine that such a contract will be in the best interests of the MRA.

3) Directors of the MRA shall not be eligible for employment with the MRA until one year after their term of office is expired.

1.4 Employees of the MRA shall not, without full disclosure and informed approval in accordance with this policy:

- (a) have direct or indirect personal business or financial activities which conflict with their duties and responsibilities to the MRA;
- (b) place themselves in a position where they are under an obligation to any person or organization which might benefit from improper consideration of favor their part, or seek in any way to gain improper treatment from them in the discharge of their duties and responsibilities to the MRA; or

1.5 (1) Employees of the MRA shall disclose to the President, any situation or matter where they have a conflicting interest or a foreseeable potential for a conflicting interest.

(2) The President, upon being advised by an employee of a conflicting interest or a potential conflicting interest under paragraph (1) shall:

- (a) render an opinion to the employee as to whether the interest disclosed breaches this article; and
- (b) maintain a confidential file in which he/she shall keep the disclosure made by the employee and his/her opinion given to the employee.

(3) An employee who disputes the application of these Guidelines or disputes the opinion of the President given under paragraph (2) may appeal such application or opinion to the MRA Board of Director, which shall:

- (a) review the file maintained by the President under sub-paragraph (2) (b); and
- (b) make such further investigation as they deem necessary, including requiring the employee to attend before the MRA Board of Director; and
- (c) thereafter shall render a decision in writing, a copy of which shall be delivered to the employee and placed in the file maintained by the President, which decision shall be binding on the employee and the MRA.