ALBERTA TABLE TENNIS ASSOCIATION (ATTA)

CONFLICT OF INTEREST POLICY
(October 2025)

1. Purpose

The purpose of this Conflict of Interest Policy is to protect the integrity of decision-making of the Alberta Table Tennis Association ("ATTA") by ensuring that all Directors, Officers, committee members, volunteers, and individuals acting on behalf of the Association act in the best interests of the Association and avoid situations where personal, financial, or professional interests conflict, or appear to conflict, with those duties.

This Policy supports and gives effect to:

- Article III (Organization and Governance)
- Article IV (Duties and Powers of the Board)
- Article X (Indemnification)

Section 3.07 (Conflict of Interest) of the ATTA Bylaws

2. Application of this Policy

This Policy applies to:

- All Directors
- All Officers
- All members of committees or working groups
- The Executive Director (if applicable)
- Any person acting on behalf of the Association in a decision-making capacity

3. Definition of Conflict of Interest

A conflict of interest exists when a person has a direct or indirect personal, financial, professional, or relational interest that could reasonably be perceived to influence their judgement, decisions or actions on behalf of the Association.

A conflict may be actual, potential, or perceived, and includes but is not limited to:

3.1 Financial Conflicts

- Personal financial benefit from a decision of the Board
- Ownership, employment, or consulting relationship with an entity doing business with ATTA
- Receipt of gifts, payments, or benefits related to ATTA business

3.2 Personal or Relational Conflicts

- Decisions involving family members, close friends, or business associates
- Hiring, contracting, or discipline involving a related party

3.3 Organizational Conflicts

- Holding leadership roles in organizations competing with or seeking benefit from ATTA
- Dual roles that may compromise impartiality

3.4 Perceived Conflicts

- Any situation that could reasonably appear to compromise objectivity, even if no actual conflict exists

4. Duty to Disclose

4.1 Mandatory Disclosure

All individuals covered by this Policy must:

- Disclose any actual, potential, or perceived conflict of interest as soon as it arises.
- Disclose any conflicts before participating in discussion of decision-making
- Update disclosures if circumstances change

4.2 Annual Declaration

- All Directors and Officers must complete and sign a Conflict of Interest Declaration annually.
- Declarations shall be maintained by the Secretary in the Association's records

5. Management of Conflicts

5.1 Disclosures Procedure

- The individual must disclose the conflict to the Board or Chair
- The disclosure shall be recorded in the meeting minutes

5.2 Recusal

- The individual must:
    - Leave the meeting during discussion of the matter
    - Not participate in debate or voting
    - Not attempt to influence the decision

5.3 Board Determination

- The Board shall determine whether a conflict exists and how it is managed
- The conflicted individual shall not be present during this determination

5.4 Voting

- Decision involving a conflict shall be made by disinterested Directors only
- A quorum must be maintained excluding the conflicted individual

6. Prohibited Conduct

Without prior Board approval by a two-thirds (2/3) majority of disinterested Directors, no Director or Officer shall:

- Participate in decisions involving themselves or related persons
- Influence hiring, contracting, or disciplinary matters involving related parties
- Receive personal benefit from Association transactions
- Use confidential information for personal gain
- Represent the Association in matters where a conflict exists

7. Enforcement and Discipline

7.1 Failure to Disclose or Comply

- Failure to disclose a conflict or comply with this Policy may result in:
    - Formal warning
    - Removal from committee or officer role
    - Suspension or removal as a Director (per Bylaws Section 3.06)
    - Termination of membership
    - Other disciplinary action permitted under ATTA Bylaws

7.2 Investigation

- The Board may investigate alleged violations
- The affected individual shall be given written notice and an opportunity to respond
- The Board's decision must be documented and minuted

7.3 Serious Misconduct

Where a breach involves dishonesty, financial misconduct, or abuse of authority, the Board may:

- Immediately suspend the individual
- Refer the matter to legal counsel or authorities if required
- Take action consistent with fiduciary duties under Alberta law

8. Record Keeping

The Secretary shall:

- Maintain a Conflict of Interest Register
- Retain annual declarations
- Record disclosures and recusals in meeting minutes
- Make records available to the Board upon request

9. Review and Amendment

- This Policy shall be reviewed at least every two (2) years

- Amendments require Board approval
- This Policy remains in force unless replaced or repealed by the Board

10.Acknowledgement

All Directors, Officers, and applicable Members must acknowledge that they:

- Have read this policy
- Understand their obligations
- Agree to comply with its terms