



Alberta Orienteering Association Conflict of Interest Policy

Updated and approved: Feb 12, 2026

The Alberta Orienteering Association (AOA) requires that all staff, volunteers, and board members avoid actual, potential, or perceived conflicts between the AOA's interests and their personal, professional, or business interests. This includes both financial and non-financial conflicts. The policy safeguards the integrity of the AOA's decision-making and protects the integrity and reputations of volunteers, staff, and board members.

Definitions

1. The following terms have these meanings in this policy:
 - a. *"Conflict of Interest"* – Any situation in which a representative's decision-making, which should always be in the best interests of the AOA, is influenced or could be influenced by personal, family, financial, business, or other private interests
 - b. *"Pecuniary Interest"* - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated
 - c. *"Non-Pecuniary Interest"* - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss
 - d. *"Representatives"* – Individuals employed by, or engaged in activities on behalf of, the AOA

Background

2. Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the organization. For example, in not-for-profit organizations, board members are required, by law, to act as a trustee (in good faith, or in trust) of the organization. Board members, and other Representatives must not put themselves in positions where making a decision on behalf of the organization is connected to their own personal interests. That would be a conflict-of-interest situation.

Purpose

3. AOA strives to reduce and minimize nearly all instances of conflict of interest at the AOA – by being aware, prudent, and forthcoming about the potential conflicts. This policy describes how representatives will conduct themselves in matters relating to conflict of interest, and will clarify how representatives shall make decisions in situations where conflict of interest may exist.
4. This Policy applies to all representatives.



Obligations

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative's personal interest and the interests of the AOA, shall always be resolved in favor of the AOA
6. Representatives will not:
 - a. Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the AOA, unless such business, transaction, or other interest is properly disclosed to the AOA and approved by the AOA.
 - 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. In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise.
 - d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the AOA, if such information is confidential or not generally 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 the AOA, or in which they have an advantage or appear to have an advantage on the basis of their association with the AOA.
 - f. Without the permission of the AOA, use the AOA property, equipment, supplies, or services for activities not associated with the performance of their official duties with the AOA.
 - g. Place themselves in positions where they could, by virtue of being an AOA Representative, influence decisions or contracts from which they could derive any direct or indirect benefit.
 - h. Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an AOA Representative.

Disclosure of Conflict of Interest

7. Representatives shall disclose real or perceived conflicts of interest to the AOA Board of Directors immediately upon becoming aware that a conflict of interest may exist.

Minimizing Conflicts of Interest in Decision-Making

8. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by an AOA Representative will be considered and decided with the following additional provisions:
 - a. The nature and extent of the representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted.
 - b. The representative does not participate in discussion on the matter.
 - c. The representative abstains from voting on the decision.
 - d. For board-level decisions, the representative does not count toward quorum.
 - e. The decision is confirmed to be in the best interests of AOA.



9. For potential conflicts of interest involving employees, the AOA Board of Directors will determine whether there is a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. AOA will not restrict employees from accepting other employment contracts or volunteer appointments, provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with the AOA or give rise to a conflict of interest.

Conflict of Interest Complaints

10. Any person who believes that a representative may be in a conflict-of-interest situation should report the matter, in writing (or verbally if during a meeting of the Board of Directors or any AOA committee), to the AOA Board of Directors, which will decide appropriate measures to eliminate the conflict. The Board of Directors may apply the following actions singly or in combination for real or perceived conflicts of interest:
 - a. Removal or temporary suspension of certain responsibilities or decision-making authority.
 - b. Removal or temporary suspension from a designated position.
 - c. Removal or temporary suspension from certain AOA affairs, events and/or activities.
 - d. Expulsion from AOA.
 - e. Other actions may be considered appropriate for the real or perceived conflict of interest.
11. Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the AOA to be addressed under AOA's *Dispute Resolution Policy*.
12. Failure to comply with an action as determined by the Board of Directors will result in automatic suspension from the AOA until compliance occurs.
13. The Board of Directors may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board of Directors.

Conflict Resolution

All real or perceived conflicts of interest will be disclosed to the AOA board of directors for resolution.



Conflict Resolution

Conflict can be a part of human interaction and if managed well, can be productive and, depending on its nature, may be resolved without formal complaint filing. The AOA is committed to treating all representatives and members fairly and with respect and has policies and procedures that provide internal and external alternatives to support appropriately transparent and timely resolution of conflicts.

[AOA COMPLAINTS, DISPUTE AND APPEAL POLICY](#) encompasses a process that provides internal options before external alternatives to ensure that issues can be resolved with appropriate transparency and timeliness, and in accordance with the principles of natural justice and procedural fairness.

Complaint Reporting Services

1. **The Alberta Safe Sport Complaint Mechanism (ABSSCM)** is for the reporting of Maltreatment complaints, see below.
2. Other complaints: ABSSCM does not handle association/club level complaints or concerns involving procedure, team selection, suspensions, events' rules-related complaints, orienteering events jury decisions, or other complaints/concerns of this nature. **These complaints should be sent to your local association/club according to their policies.**

If you are unsure if your complaint constitutes maltreatment, please review the **Alberta Universal Code of Conduct (AB UCC)**, the **AOA Code of Conduct** and the **AOA Complaints, Dispute and Appeal Policy**.

Independent Third-Party Reporting Mechanism

Each person has a responsibility to help keep the sport safe. Reports of maltreatment that come to the attention of any AOA Staff and Directors will be directed to contact ALIAS using the "**Report a Complaint**" button.

By providing you with this service, AOA is reaffirming its commitment to protect its representatives and members by providing a safe and positive environment within the programs, business, activities and events of the Organization. **Alberta Safe Sport Complaint Mechanism (ABSSCM) powered by ALIAS** where you will fill out the online complaint form. The complainant will be contacted within 48 working hours.

Reporting Link:

- <https://app.alias-solution.com/contact/en/AB207>

Report by phone:

- 1-855-603-0483

Frequently asked questions:

- [ABSSCM Frequently Asked Questions](#)