



BC Taekwondo Federation

2900 Lonsdale Avenue, North Vancouver, B.C. V7N 4H9

1. Purpose

The purpose of this policy is to describe how directors, officers, employees, committee members, volunteers and other decision makers within Taekwondo BC will conduct themselves in matters relating to conflicts of interest, and to clarify how Taekwondo BC will make decisions in situations where conflicts of interest may exist.

2. Definition of Conflict of Interest

Conflicts of interest include both pecuniary and non-pecuniary interests. A pecuniary interest is 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. A non-pecuniary interest may include family relationships, friendships, volunteer positions in other associations or other interests that do not involve the potential for financial gain or loss.

3. Application

This policy applies to directors, officers, employees, committee members, volunteers and other decision-makers within Taekwondo BC (hereafter referred to as “Representatives” of Taekwondo BC).

4. Statutory Obligations

- a. Taekwondo BC is incorporated under the Canada Corporations Act and is governed by the Act in matters involving a real or perceived conflict between the personal or organizational interests of a director or officer (or other individual involved in decision-making or decision influencing roles) and the broader interests of the corporation.
- b. Under the Act, any real or perceived conflict, whether pecuniary or non-pecuniary, between a director’s or officer’s interest and the interests of Taekwondo BC must at all times be resolved in favour of Taekwondo BC.

5. Additional Obligations

In addition to fulfilling all requirements of the Act, Taekwondo BC and its

Representatives will also fulfill the additional requirements of this policy. Representatives of Taekwondo BC **will not:**

- Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with Taekwondo BC, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
- Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;

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Vice President: Master Tony Kook / 604-986-5558
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- In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which they, their family members, friends or colleagues have a role or an interest, financial or otherwise;
- Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with Taekwondo BC, where such information is confidential or is not generally available to the public.
- Provide undue advantage to any other organization of which they are a member, through information that they may have acquired in the course of fulfilling their duties with Taekwondo BC, where such information is confidential or it is not generally available to the public.
- 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 Taekwondo BC, or in which they have an advantage or appear to have an advantage on the basis of their association with Taekwondo BC;
- Use Taekwondo BC property, equipment, supplies or services for activities not associated with the performance of official duties with Taekwondo BC;
- Place themselves in positions where they could, by virtue of being a Representative of Taekwondo BC, influence decisions or contracts from which they could derive any direct or indirect benefit or interest;
- Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of Taekwondo BC.

6. Disclosure of Conflict of Interest

- a. On an annual basis, all directors, officers, employees and committee members, or any other decision maker will complete a written statement disclosing any real or perceived conflicts that they might have, including identification of all other boards, committees, organizations in which they have a leadership or decision making responsibility.
- b. At any time that a Representative of Taekwondo BC becomes aware that there may exist a real or perceived conflict of interest, they shall disclose this conflict to the Board of Directors immediately.
- c. Any person who is of the view that a Representative of Taekwondo BC may be in a position of conflict of interest shall report this matter to the Board.

7. Resolving Conflicts in Decision-making

Decisions or transactions that involve a real or perceived conflict of interest that has been disclosed by a Representative of Taekwondo BC may be considered and decided upon by Taekwondo BC provided that:

- 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 in the minutes;

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- The Representative does not participate in discussion on the matter giving rise to the conflict of interest, unless the body considering the matter votes to allow such participation;
- The Representative abstains from voting on the proposed decision or transaction;
- The Representative is not included in the determination of quorum for the proposed decision or transaction; and
- The decision or transaction is in the best interests of the corporation.

8. Gifts

- Any gifts accepted or received by a Representative of Taekwondo BC during the course of their duties are possessions of Taekwondo BC.
- A Representative of Taekwondo BC will decline any gift, or series of gifts, where receipt of such gift(s) could be perceived in a manner that would damage the reputation of Taekwondo BC.

9. Conflicts Involving Employees

Taekwondo Canada will not restrict employees from accepting other employment, contracts or volunteer appointments during the term of their employment with Taekwondo BC, provided that the employment, contract or volunteer appointment does not diminish the employee's ability to perform the work contemplated in their employment agreement with Taekwondo BC. Any determination as to whether there is a conflict of interest will rest solely with Taekwondo BC, and where a conflict of interest is deemed to exist, the employee will resolve the conflict by ceasing the activity giving rise to the conflict.

Approved July 21, 2015

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