

2.14 Conflict of Interest and Ethics Policy

Purpose

The purpose of this policy is to ensure that decisions and actions taken by Fencing-Escrime New Brunswick (FENB) representatives are made with integrity, objectivity, and transparency, free from any conflict between personal interests and organizational responsibilities.

This policy promotes ethical behaviour, accountability, and public trust in FENB's governance and operations.

Scope

This policy applies to all FENB Board members, staff, contractors, volunteers, coaches, and officials who participate in decision-making or represent the organization in any capacity. It complements the *Safe Sport, Conduct, and Athlete Protection Policy (Section 2.1)*, the *Financial Management Policy (Section 2.6)*, and the *Human Resources Policy (Section 2.7)*.

Policy

Definition of Conflict of Interest

A conflict of interest arises when an individual's personal, professional, or financial interests may compromise, or appear to compromise, their impartiality, judgment, or ability to act in FENB's best interest.

Conflicts may be real, potential, or perceived and can include situations where individuals or their immediate family members receive, or stand to receive, benefit from an FENB decision, contract, or opportunity.

Disclosure Requirements

All individuals covered by this policy are required to disclose any actual, potential, or perceived conflicts of interest as soon as they arise.

Annual conflict-of-interest declarations must be completed by all Board members and senior staff and retained by the Executive Director.

When a conflict arises during a meeting, the individual must declare it immediately and withdraw from discussion or decision-making on the matter.

Gifts, Benefits, and Favours

FENB members shall not solicit or accept gifts, benefits, or hospitality that could reasonably be perceived to influence professional judgment or create an obligation.

Modest hospitality or tokens of appreciation (e.g., plaques, sport memorabilia) may be accepted when customary and not linked to any advantage or decision.

Any gift exceeding a nominal value must be disclosed to the Executive Director for review and entry into a gift log.

Outside Activities and Employment

Individuals may not hold external positions or business interests that conflict with FENB's operations, commitments, or reputation.

Employment or consulting activities outside FENB must not interfere with organizational duties or create divided loyalties.

Decision-Making Integrity

Individuals participating in procurement, hiring, or funding decisions must act impartially and avoid situations where personal interests could influence judgment.

The Board of Directors shall ensure that all major financial and contractual decisions adhere to this policy and the ***Financial Management Policy (Section 2.6)***.

Reporting and Compliance

Alleged breaches of this policy must be reported to the Executive Director or, if the Executive Director is implicated, to the President of the Board.

Reported conflicts will be reviewed confidentially, and appropriate actions will be taken to resolve the matter. This may include recusal, suspension, or removal from position.

FENB maintains the right to refer serious ethical breaches to external authorities when warranted.

Recordkeeping and Transparency

FENB will maintain a register of disclosed conflicts and gifts, accessible to the Board for oversight purposes.

Minutes of meetings will document declarations of conflict and subsequent recusals.

The Executive Director will review all declarations annually and provide a summary report to the Board.

Ethical Conduct

All FENB representatives are expected to uphold the highest standards of honesty, respect, and accountability as outlined in the ***Safe Sport, Conduct, and Athlete Protection Policy (Section 2.1)***.

Decisions must always prioritize the best interests of the organization and the integrity of the sport.

Review

This policy will be reviewed every two years to ensure alignment with legislation, governance standards, and Sport NB best practices.

Related Policies

- Safe Sport, Conduct, and Athlete Protection Policy (Section 2.1)
- Financial Management Policy (Section 2.6)
- Human Resources Policy (Section 2.7)
- Risk Management Policy (Section 2.2)
- Board Governance and Accountability Guidelines (if applicable)

Approved April 2026