



Conflict of Interest Policy

Intent

Ontario Baseball Association (OBA) continually strives to protect our members' interests from real or potential conflicts of interest. This policy outlines the procedures for avoiding and reporting various situations where a conflict of interest may arise, in compliance with Ontario legislation, including the **Ontario Not-for-Profit Corporations Act (ONCA)**, the **Employment Standards Act (ESA)**, and the **Ontario Human Rights Code**.

Guidelines

The Transaction of Business

Employees, Directors, and Councilors should avoid:

- Any interest, investment, or association that creates a conflict of interest or interferes with their ability to perform their duties with OBA; and
- The creation of any personal direct or indirect interest or relationship with any company that competes with or provides products and/or services to OBA.

Additionally, if an employee is required to conduct business or provide services to a family member or associate, it may create a real or perceived conflict of interest.

The use of OBA resources (including property, equipment, and personnel) for non-approved purposes may create a negative impact on the business or the community perception of the company. Therefore, OBA strictly prohibits the use of personnel (including volunteers) and/or equipment for non-company business, as their use may be improper, illegal, or create a conflict of interest.

If any employee, director or councilor has reason to believe that a conflict of interest has occurred or is possible, it is their duty to report it to the Executive Committee immediately.

Outside Employment

OBA generally allows outside employment where:

- The secondary employment causes no adverse effects on the employee's performance of job duties with OBA;
- The secondary work is performed after the employee's regularly scheduled working hours with OBA; and
- There is no conflict of interest.

Any employee who wishes to work part-time or outside their regular work hours with OBA should discuss the matter with their Manager prior to accepting the secondary employment. The employee may be required to disclose information pertaining to the proposed secondary employment to allow a full review. The review will simply ensure that there is no conflict of interest.



Situations where an OBA employee is required to conduct business or provide services to a family member or associate may create a real or perceived conflict of interest. OBA requires employees to immediately notify their Manager if they believe they may have a conflict of interest.

Use of Personnel and/or Equipment for Non-Business Purposes

OBA strictly prohibits the use of personnel (including volunteer staff) and/or equipment for non-company business, as this may create a conflict of interest, be improper, or even illegal. The unauthorized use of OBA resources may also harm the organization's reputation.

Conflict of Interest in Hiring Practices

Family Members:

OBA shall accept applications from, and consider a member of an employee's immediate family for employment if the candidate has all the requisite qualifications. However, an immediate family member shall not be considered for employment if doing so creates a direct or indirect managerial/subordinate relationship or if their employment could create a conflict of interest—real or perceived.

For the purposes of this policy, immediate family members are defined as: Wife, Husband, Mother, Father, Brother, Sister, Son, Daughter, or any In-Laws.

Employee Relationships:

OBA employees involved in romantic relationships or living in the same household shall not be considered to have a conflict of interest, provided there is no direct or indirect managerial/subordinate relationship between the employees or a conflict of interest arising from the relationship. If such a relationship results in a conflict, OBA will work with the employees to find a reasonable accommodation. Potential resolutions may include transferring one of the employees to another department or position, or if no accommodation is possible, requiring one employee to resign.

Reporting a Conflict of Interest

Employees

Employees who believe they have witnessed a conflict of interest, or believe they may be involved in an activity that could present a conflict of interest, must report this to their immediate supervisor, manager, or Human Resources.

Directors and Councillors

Directors and councillors are responsible for taking all appropriate steps to prevent and resolve conflicts of interest in their areas of responsibility. If a conflict arises that cannot be resolved with available resources, it must be reported to Human Resources.

Investigation

OBA is committed to resolving conflicts of interest expediently. Investigations will be conducted and appropriate actions will be taken within **15 days** following the filing of a complaint. All findings will be documented and retained by **Human Resources** for **two years**, or for as long as any administrative or legal action arising out of the complaint is pending.



Assurance Against Retaliation

This policy encourages employees to report any conflict of interest encountered in their employment with OBA. Retaliation against any complainant is strictly prohibited and will result in disciplinary action. Retaliation includes interference, threats, coercion, or any form of restraint.

This policy will not be used to bring fraudulent or malicious complaints. Any complaint made in bad faith, as evidenced through convincing proof, will result in disciplinary action against the complainant.

Document Revision History:

Date	Name	Comments
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20-Aug-20	Board of Management	Approved
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