



## OKD Soccer Club – Conflict of Interest Policy

This Conflict of Interest Policy governs the conduct of all Directors, Officers, Officials, Coaches, Managers, Management, Referees, and Volunteers of the OKD Soccer Club.

The Club has established the following guidelines to prevent conflicts of interest and maintain integrity:

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### Policy Guidelines

1. Disclosure
  - Upon election or appointment, all members must disclose in writing any personal, professional, or business activity that could be perceived as a conflict of interest.
  - Disclosures must be updated periodically.
2. Duty of Loyalty
  - Directors and Officers must act honestly, in good faith, and in the best interests of the Club.
  - Compliance with the Club's Code of Conduct, Rules, and By-laws is mandatory.
3. Restrictions on External Affiliations
  - Directors and Officers may not serve as directors or officers of companies supplying equipment, materials, or services to the Club.
  - They must avoid close ties with suppliers through family, friends, business partners, or associates.
4. No Personal Gain
  - Directors and Officers must not seek or accept preferential treatment or financial gain from Club activities.
  - Exploiting a relationship with the Club for personal benefit is prohibited.
5. Contractual Limitations
  - Directors and Officers may not enter into agreements for equipment sales or services with organizations that could imply Club endorsement.
6. Public Conduct
  - Directors and Officers must conduct themselves in a manner that does not embarrass or bring the Club into disrepute.
7. Gifts and Favors
  - Directors and Officers may not accept gifts from suppliers or anyone seeking to do business with the Club, except personal gifts of nominal value.
8. Sponsorship Conflicts
  - Directors and Officers may not evaluate or vote on sponsorship proposals from companies where they have employment or personal benefit.
9. Investment Restrictions
  - Directors and Officers may not make investments based on inside knowledge of Club actions or plans.
10. Avoiding Conflicts
  - Directors and Officers must avoid situations where their duty to the Club conflicts with personal interests or obligations to other organizations.
11. Confidentiality
  - Confidential information obtained through Club involvement must be used solely for Club purposes.
12. Policy Violations
  - Violation of this policy may result in suspension following investigation and a hearing with at least 10 working days' notice.

### 13. Non-Resignation

- If a Director or Officer does not resign despite a conflict, the Board may call a Special General Meeting to determine whether removal is necessary.
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#### Procedure for Dealing with a Conflict of Interest

When a conflict arises:

1. Declare the Conflict
  - The individual must declare the conflict immediately.
2. Recuse from Decision-Making
  - Refrain from voting, lobbying, or participating in discussions related to the matter.
3. Leave the Meeting
  - Absent oneself from discussions on the matter.

Documentation:

- The Secretary must record the declaration in the minutes, e.g.:

“Ms. A, having disclosed her conflict as a Director of XYZ Organization, was absent from the meeting during discussion of [topic].”

Repeated Conflicts:

- If the topic arises in multiple meetings, the Director must declare the conflict and recuse each time.
- If quorum is affected due to a Director's absence, the remaining Directors constitute a quorum for decision-making.