

Ethical Business Conduct Policy

Orillia Minor Hockey Association conducts business ethically and without conflict of interest. We expect the same from our employees and volunteers. Our ethical business conduct policy reinforces that commitment.

Our policy does not list every do and don't. We expect our employees and volunteers to use common sense, individual conscience and a commitment to 100% compliance with the law in applying the policy to particular situations. Here are some examples:

Conflict of Interest

We expect that our employees and volunteers will not benefit from their position within Orillia Minor Hockey.

For example:

- Board members, employees and volunteers and their immediate family members may not ask for and may not accept payments, services or other things of value from anyone who is doing business or seeking to do business with Orillia Minor Hockey. We recognize that the practice of many of our suppliers and business partners is to provide small gifts, or to pay for meals or entertainment for our board members. This is not prohibited as long as our board members, employees or volunteers use common sense and follow certain guidelines:

1. Board members, employees or volunteers may never accept cash.
2. Board members, employees or volunteers may never accept anything offered in exchange for something from Orillia Minor Hockey.
3. Board members, employees or volunteers may not accept a gift that is more than a nominal value
4. Board members, employees or volunteers may not accept excessive meals or entertainment.

Exception to these guidelines requires the prior written approval of the Board of Directors. No exceptions will ever be made to guidelines 1 and 2.

- Board members, employees or volunteers may not do business or seek to do business with the company, unless Orillia Minor Hockey Board of Directors have approved. This includes serving as a director, officer, owner, employee or consultant of a company that does business with or seeks to do business with Orillia Minor Hockey.
- Board members, employees or volunteers may not serve as directors, officers, and employees to any

Minor Hockey Association that is a competitor of Orillia Minor Hockey. Any proposed affiliation of a Director of the Association with any other league or tournament must be pre-approved in writing by the Board.

- Board members, employees and volunteers must disclose that information to the Board of Directors and must comply with any actions Orillia Minor Hockey decides are necessary to protect against the conflict of interest.
- Board members, employees or volunteers and their immediate family members may not disclose or use confidential information received from Orillia Minor Hockey. It also includes disclosing Association confidential information to persons outside the Association and its Board of Directors without prior written permission from the Orillia Minor Hockey Board.

Ethical Business Conduct:

We expect our board members, employees and volunteers to act in an ethical manner. We do not attempt to control the private lives of our Board members, employees or volunteers. But we do expect our Board members, employees and volunteers to avoid acting in a way that could damage Orillia Minor Hockey's reputation.

- Our board members, employees or volunteers may not drink alcohol while conducting Association business. The Board of Directors must pre-approve exceptions to this policy in writing. Also, our Board members, employees and volunteers may not gamble, or possess, use or distribute controlled substances or illegal drugs while conducting Orillia Minor Hockey business.
- We expect our board members, employees and volunteers to be honest and truthful. During the course of their employ or tenure, Board members, employees and volunteers shall not steal, lie, falsify documents or prepare or issue any false or misleading reports. As an example, a false expense report would violate this policy.
- All Orillia Minor Hockey accounts, invoices, memoranda and other documents and records must be prepared and maintained with strict accuracy and completeness. All assets, liabilities, revenues and expenses must be recorded in the regular books of the Association and shall be kept and maintained at the Association's head office.

A breach of this policy can result in termination or other discipline, as determined by the Board.

This policy is in addition to (and not in replacement of) section 5.17 (Conflict of Interest) of the Association's By-Laws.

Amended Feb 7 2023

