

**Dorchester Minor Hockey Association  
POLICIES AND PROCEDURES REVIEW**

**Policy 26. Ethical Business Conduct**

Reviewed by: Ian McDonald

Dorchester Minor Hockey Association makes every effort to conduct business ethically and without conflict of interest. DMHA expects its members and volunteers to prioritize the best interests of the association and to use common sense, individual conscience and a commitment to full compliance with applicable laws in conducting the business of the association.

Without limiting the generality of the foregoing, no member or volunteer shall financially benefit, directly or indirectly, from his/her position with the Dorchester Minor Hockey Association or act in conflict with the interests of the association. Any potential or actual conflict of interest must be disclosed in advance, and any member or volunteer with a conflict should not participate in any decision making that may reasonably be interpreted as creating or furthering a conflict of interest.

Executive members and other members, employees/contractors and volunteers and their immediate family members may not ask for or accept payments, services or other things of value from anyone who is doing business or seeking to do business with Dorchester Minor Hockey Association. We recognize that suppliers and business partners may wish to provide small gifts, or to pay for meals or entertainment, etc. Where possible, members should seek

*No changes*

benefit for the entire association (such as discounts, rebates, etc.) over individual benefit.

Members, employees or volunteers may not do business or seek to do business with a party on behalf of DMHA unless the Dorchester Minor Hockey Association's executive has approved the dealings in advance. A party which does business with or seeks to do business with the Dorchester Minor Hockey Association shall not have a member, employee or volunteer of the association as a director, officer, owner, employee or consultant of that party, unless approved by the executive in advance.

Members, employees or volunteers may not serve as directors, officers, and/or employees of any Minor Hockey Association that is a competitor of DMHA. Any such service must be disclosed to the executive of DMHA, which may take any actions necessary to protect DMHA against any real or reasonably perceived conflict of interest.

Board members, employees or volunteers and their immediate family members may not use any confidential information received from or through their association with DMHA for personal benefit, nor may confidential information be disclosed to persons outside of the Dorchester Minor Hockey Association and its executive without express advance permission from the executive.

All members, employees and volunteers shall act in an ethical manner in behalf of DMHA, and shall avoid acting in a way that

will or could damage Dorchester Minor Hockey Association's reputation. In particular:

Members, employees or volunteers may not drink alcohol while conducting association business. The executive must approve any exceptions to this policy. Members, employees and volunteers may not gamble, or possess, use or distribute controlled substances or illegal drugs while conducting Dorchester Minor Hockey Association business.

Members, employees and volunteers shall be honest and truthful. During the course of their employ or tenure, members 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 Dorchester Minor Hockey Association accounts, invoices, memoranda and other documents and records must be prepared and maintained with strict compliance to all applicable laws, as well as Dorchester Minor Hockey Association's by-laws, policies and procedures. All assets, liabilities, revenues and expenses must be recorded in the regular books of the Dorchester Minor Hockey Association, which books shall be maintained by the Treasurer.

Board and Membership Feedback:

