

FGPC Staff Conflict of Interest Policy

Under FGPC's *Organizational Code of Conduct (2016)*, FGPC staff must act in the best interests of FGPC and its projects, including the Victoria Dragon Boat Festival, and must not knowingly place themselves in situations that would give rise to conflicts between their personal interests and the interests of FGPC.

Employees owe a duty of loyalty to their employer. Loyalty is where an employee ensures that he/she does not betray the employer's confidence and trust in him/her; and he/she ensures that he/she does not disclose confidential information and sensitive business matters to competitors, or aid competitors to the detriment of FGPC. FGPC's expectation is that each employee will give FGPC his/her undivided trust and loyalty.

Employees should not compete with FGPC's areas of business, and may not participate in activities that give rise to conflicts of interest with the interests of FGPC, whether such activities are paid, voluntary or recreational.

While FGPC seeks to maintain friendly, cooperative, and respectful relations with other paddling operations, employees should recognize that FGPC is in competition with them, both at races and as one of many clubs and businesses that provide services to the paddling community on Vancouver Island.

To help employees keep within this policy, they are offered the opportunity to participate in FGPC's paddling programs free of charge as a benefit of employment.

As a general rule, FGPC employees are not permitted to train or compete with other paddling clubs or teams. FGPC recognizes that there may be exceptional circumstances where an employee may wish to paddle with others and in such case the employee should consult with FGPC's general manager or the board of directors to seek prior consent. Exceptions may be granted in certain circumstances, such as if FGPC does not offer the type of program or team that an FGPC employee wishes to train or compete with. Examples may include training or competing with a provincial or national team. Requests for exceptions will be considered based on the circumstances of each case.

FGPC also recognizes that in the paddling community paddlers do occasionally "sub-in" at races when other teams are short paddlers, and there may not be time to seek permission in advance. In general, this would not be considered a breach of the policy. However, employees should be mindful of this policy, and if any disclosure of confidential or sensitive business information of FGPC occurs, the employee may be subject to censure, suspension or dismissal. While FGPC does not discourage assisting other teams at races on an occasional basis, employees should be mindful of the perception of their loyalties if such activities were to become frequent or consistent with any one team. In such cases, FGPC may review situations on a case-by-case basis.

Please note that a breach of FGPC's conflict of interest policy may result in suspension or dismissal.

(FGPC February 2017)