**Conflict of Interest Policy**

Employees must avoid any activity, investment or interest that might reflect unfavorably upon the integrity or good name of the Club or in any way damage the business of the Club.

Any employee who wishes to engage in outside professional, business or volunteer activities must be certain that the proposed activity does not:

- Interfere with the employee’s effective performance of his/her duties;
- Make use of any of the Club’s proprietary or confidential information; or,
- Require use of the Club time, resources, facilities, or equipment.

Whenever there is a possible conflict of interest, it should be discussed with the President & CEO.