

CONFLICT OF INTEREST POLICY GOVERNING THE DIRECTORS
OF DANSPORT QUÉBEC



October 17, 2021 Edition

ENFORCEMENT OF BYLAWS

The bylaws are in force from the date of their adoption.

Adopted on December 30, 2018

Amendment No. 1 October 17, 2021

1. PURPOSE

The purpose of this policy is to preserve the integrity and impartiality of DanseSport Québec. It sets out guidelines for the directors' conduct.

For the sake of convenience, the masculine gender is used in this document to simplify the text. It includes the female gender in a non-discriminatory way whenever it designates a person or persons.

2. DUTIES AND OBLIGATIONS OF THE DIRECTORS

2.1. When exercising his functions, a director must comply with the following principles:

- Act in good faith, with competence, prudence, diligence, efficiency, assiduity, fairness, impartiality, honesty, integrity and loyalty;
- Actively participate in the work of the Board of Directors;
- Organize personal affairs in such a way as to preserve confidence in the integrity, objectivity and impartiality of the corporation;
- Avoid putting oneself in a situation of real or potential conflict of interest likely to hinder the exercise of his functions as a director and the pursuit of the corporation's objectives;
- Not use information obtained while performing his official duties and which, in general, is not accessible to the public, for his own benefit or for the benefit of a third party.

2.2 No director will receive any remuneration as such, but travel and living expenses incurred as a result of carrying out his duties will be paid by the corporation in accordance with the administrative policies.

2.3 The director is bound by discretion with regards to any knowledge he gains while performing his duties or from incidents/experiences connected to the performance of his duties and he must, at all times, respect the confidential nature of the information received in this way.

2.4 When performing his duties, the director makes his decisions independently of any partisan political considerations.

2.5 With the exception of the president, a director called upon or invited to officially represent the corporation externally, must first obtain the president's authorization to do so. All representations must be in keeping with the objectives, guidelines and policies of DanseSport Québec.

2.6 A conflict of interest arises in the case of any real, apparent or potential situation that is likely to compromise the independence and impartiality necessary to exercise a duty and the pursuit of the objectives of the corporation, or in which the director uses or seeks to use the attributes of his duty to gain an undue advantage or to provide an undue advantage to a third person.

2.7 A director who declares that he has an interest likely to place him in a situation representing a conflict of interest must refrain from taking part in any deliberation or decision related in any way to such a situation. To that end, he must, in particular, withdraw from the meeting for the duration of the deliberations and the vote on the matter that places him in a situation representing conflict of interest and the minutes must record this.

2.8 When performing his duties, the director must respect the principles of ethics and the rules of conduct provided in this Code for as long as he remains a director and even after he has stepped down from his position, if this is the case.

3 APPLICATION MECHANISMS

3.1 The president of the Board of Directors of DanseSport Québec must ensure that all directors have read this Code and understood its content.

3.2 The president of the Board of Directors of DanseSport Québec must ensure that the directors comply with this Code.

3.3 Any allegation of a conflict of interest must be brought to the attention of the president. The director concerned must be informed of the allegation against him in writing by the president of the corporation. He has the right to be heard by the latter and may file a document in writing to shed any relevant light on the matter. After having read the file, the president must inform the director in writing of his decision and, where applicable, of the sanction imposed, and specify the grounds for the sanction.

3.4 Any allegation of a conflict of interest or of an act deviating from this Code that involves the president will be dealt with by the Vice-president who will have the powers granted to the president in respect of that allegation.

DIRECTORS' DECLARATION FORM

I confirm that I have read the Code of Ethics and Conflict of Interest governing the directors of the corporation. I confirm that I understand its meaning and scope and I adhere to the principles mentioned therein. I undertake to assume all the duties, obligations and rules listed in this Code as well as to respect the confidential nature of the information received in the course of my duties and to declare any interest likely to conflict with the duties of my position as a director.

I confirm that I have no interests that could conflict with the duties of my position as a director.

Or

I confirm that the following interests may conflict with the duties of my position as a director:

Name (*in block letters*)

Signature

Date