EXECUTIVE AND GOVERNANCE POLICY
18.0

Policy Title: **18.0 Business Principles and Practices**

Last Approved: **October 2026**

BACKGROUND

The purpose of this policy is to outline principles to guide Executive and Association staff in ensuring any business transacted on behalf of the Association not only avoids real or perceived conflicts of interest as per other Association policies, but that it also is conducted in such a manner as to ensure maximum benefit for the Association and its members and avoid any perception that the business being transacted could have outcomes benefiting any individual Executive or Association staff member.

This builds on the principle expressed in the Association's Financial Policy 1.5 (Conflict of Interest), which states the following: "The SSBA is committed to establishing and maintaining a high standard of ethical practices in the workplace and encourage practices that support integrity and honesty."

APPLICATION

This policy applies to all Executive and Association staff members. Existing Executive, Financial and Human Resources policies related to Conflicts of Interest, Gifts, etc., are not contradictory, but should be read with a view to considering the following principles also in guiding decision-making.

POLICY STATEMENT

1. Any Association purchases or expenses, including group bookings, meeting fees, equipment, supplies, etc., should be paid for by invoice or Association credit card whenever possible.

    1.1. An Association credit card with sufficient limits should be available to make group bookings on behalf of the Executive when needed.

    1.2. Use of personal payment methods for unforeseen circumstances that result in expenses that usually should be planned to be handled by payment via the above options must be approved by the Executive Director.

    1.3. Any rewards, points, or loyalty benefits related to the payment method should be attributed directly back to the Association. Group bookings such as hotel rooms that are booked and paid for as a block by SSBA should not allow for rewards, points, or loyalty benefits to apply to an individual.

2. Use of personal payment methods for expense reimbursement should be limited to expenses incurred on behalf of an individual, such as mobile devices as per policy, or individual hotel rooms, parking, meals, airfare, conference fees, etc., when the above payment options are unusual or unavailable due to travel or other considerations.

        2.1.1. Individual expenses may also include responsibility for small meeting costs, social committee or employee recognition expenses, etc. not to exceed $300. If an amount is to exceed $300 in these categories, Executive or Association staff should arrange co-ordination with an Association-credit-card holder or arrange for invoicing.

        2.1.2. Executive and Association staff members may collect rewards, points, or loyalty benefits associated with individual expenses for which they are reimbursed.

3. While existing Executive, Financial, and Human Resources policies establish considerations for real and perceived conflicts of interest in business relationships, Executive and Association staff should also consider avoiding any perception of individual benefit related to their roles and duties.

   3.1. Executive and Association staff should carefully consider hospitality offers and not accept, from business partners or other organizations, the no-cost provision of tickets or attendance at events, dinners, etc. that are unrelated to the work of the Association.

   3.2. Even in the usual course of business, Executive and Association staff should not accept anything that could be perceived as a gift from business partners or other organizations, with the following exceptions:

      3.2.1. Meals or items received and included as a part of a work-related event where cost considerations are established through conference fees, etc.

      3.2.2. Tokens of appreciation for service as a guest speaker, etc., where no or very limited monetary value would be perceived by a usual observer, such as a thank-you card, small souvenir (pen, notepad, mug, local item), etc.

   3.3. Any acceptance of what could be considered a gift with a monetary value above $100, including attendance at meals above that amount being provided outside the usual course of business, must be approved by the Executive Director.

4. The Association should carefully consider the perception of gifts to and other exchanges with representatives of business partners or outside organizations, including those attending as guest speakers, etc., in paid and unpaid capacities, and apply the same principles as what is expected of Executive members and staff in this policy.

5. When considering the perception of relationships with business partners and outside organizations, in matters where costs or benefits to the Association are not at issue such as the provision of tokens of appreciation, the Association encourages the consideration of local suppliers in the decision-making.

REFERENCES

Executive Policy 6.0 – Executive Member Code of Conduct
Executive Policy 7.1 – Executive and Committee Honorarium and Expenses
Financial Policy 1.5 – Conflict of Interest
Financial Policy 3.1.3 – Credit Card
Financial Policy 3.1.4 – Accounts Receivable
Financial Policy 3.1.5 – Accounts Payable
Financial Policy 3.1.7 – Prepaid Expenses
Financial Policy 3.2.2 – Inventories
Financial Policy 3.3.1 – Mobile Devices
Financial Policy 4.1 – Executive and Committee Honorarium and Expenses
Financial Policy 4.2 – Travel
Financial Policy 4.3 – Sponsorship and Donations
Financial Policy 4.4 – Contract Management
HR Policy 2.0 – Code of Conduct
HR Policy 10.0 – Compensation, Employee Working Conditions & Benefits