

USRowing Code of Conduct Policy

The United States Rowing Association ("USRowing") shall expect and require all persons associated with USRowing to conduct Association business with integrity and to maintain the highest standard of personal conduct in the affairs of USRowing.

Conflict of Interest

No person shall have a direct or indirect interest in or relationship with any outside organization or person or any internal entity that might affect (or be perceived by others to be affecting) the objectivity or independence of her/his judgment or conduct in carrying out her/his duties and responsibilities as an employee or Association member/leader.

Examples of such conflict of interest include;

- Directly or materially benefiting from personal involvement with grantees, suppliers, sponsors, members.
- Acceptance of material payments, services and/or loans from such an entity.
- Outside employment which might impact job performance or efficiency or employment with USRowing which might impact performance of a person in a volunteer position.
- Ownership of property affected by USRowing action or acquired as a result of confidential information.

Improper use of Information and Assets

No person should use for her/his personal gain or disclose outside USRowing any confidential information obtained through her/his association with USRowing. This includes spoken, written and computer-generated data.

No person shall make any illegal or unethical payments from the assets or resources of USRowing or in a capacity representing or acting on behalf of USRowing.

All persons shall be responsible for prevention of the loss, damage, misuse or theft of property, records, funds or other assets belonging to USRowing.

Gifts, Gratuities and Entertainment

No person shall encourage or accept gifts or gratuities for themselves, their families or friends from any outside person or organization having, or seeking to have a relationship with USRowing. If any person should receive any unsolicited gifts to be a contribution to USRowing

and shall be immediately turned over to USRowing through any officer or the Executive Director as a contribution from the original source. Unsolicited gifts or gratuities or less than \$100 may be retained but shall be fully disclosed as to the parties, purpose and amount.

Minor business courtesies such as payment for normal meal costs are permitted when arising from business connected with the activities of USRowing. Entertainment with an individual valued in excess of \$100 shall be fully disclosed as to the parties, purpose and amount.

Moral and Ethical Conduct

Association members and employees shall (a) maintain high standards of moral and ethical conduct; (b) abstain from the use of illegal drugs and from immoderate consumption of alcohol; (c) not commit a criminal act while representing USRowing; and (d) abide by the rules of competition in all events entered.

Administration

This code will be provided at least annually to each competitor, staff member, coach, judge-referee and Association leaders. (Staff members will receive and acknowledge the statement of policy at the beginning of employment.) The code is not intended to supersede any other policy (i.e. National Team Agreement or Bylaw on Member Misconduct, etc.) but is to compliment and strengthen the Association.

Disclosure

All situations involving a conflict of interest in a business relationship or in outside activities should be reported and/or approval obtained. A staff person will make full disclosure of the nature and extent of any actual or potential conflict of interest to the Executive Director, while an Association member will make full disclosure to the Chair of the Ethics committee of the Board of Directors. They will determine the existence of the conflict and appropriate action if needed.

Reporting a questionable situation does not imply a conflict of interest or impropriety, but afforded the opportunity of review and obtaining the necessary approval, if appropriate.

Individuals in position of conflict are precluded from participating in any further consideration of or action related to the conflict matter. The existence of the conflict will be reported in the minutes of a Committee or Board meeting or, in the case of a staff member, noted in the personnel file.

Violation of this conduct policy is ground for dismissal as a Board Director, Committee member or employee, and may result in suspension or termination of USRowing membership.

A conflict of interest disclosure statement will be developed and circulated to volunteer leaders and employees at least once a year.