



## **Code of Conduct and Conflicts of Interest Policy<sup>1</sup>**

### **Statement of General Principles**

This document is a code of conduct for Good Sports and its agents. It applies to the following members of the Good Sports community:

- Individuals who are paid by Good Sports (Officers and staff)
- Consultants, contractors, and vendors doing business with Good Sports
- Board of Directors or Trustees
- Individuals who perform services for Good Sports as volunteers

This code of conduct refers to all of these parties in such capacity as “members of the Good Sports community.”

### **Integrity and Ethical Conduct**

Good Sports is committed to the highest ethical and professional standards in executing its mission...to increase the participation of disadvantaged youth in sports, fitness, and recreational activities. Good Sports expects members of its community to behave with honesty, integrity, and good judgment. Members should respect the rights of others and are accountable for their own actions. This code of conduct includes standards to guide us in our daily activities when representing Good Sports.

### **Compliance with Laws and Policies**

Members of the Good Sports community are expected to comply with all laws, regulations, and policies, both governmental and organizational. When complex standards are involved, members of the community should seek appropriate guidance from the legal, regulatory, or the organizational representative responsible for the standards. The Board of Directors is responsible for advising and monitoring compliance within the organization while individual managers and supervisors are responsible for compliance in their departments.

### **Reporting Violations or Concerns**

Members of the Good Sports community are encouraged to report violations or concerns about violations of this code of conduct that come to his/her attention. The Board of Directors of Good Sports and its managers and supervisors have a special duty to adhere to and enforce the standards set forth in this code of conduct. Disciplinary actions for proven violations or for retaliation against anyone who reports violations will be administered on a case by case basis and may include termination of the relationship (Board Membership, employment, volunteer status, etc.) with Good Sports. Individuals who violate this code may also be subject to civil or criminal litigation where appropriate.

You should report violations or concerns to your immediate supervisor or manager if appropriate. If the concern or violation involves that person, you should report it to their supervisor or manager. Retaliation for reports of violations or concerns will not be tolerated.

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<sup>1</sup> This code incorporates ideas and language from other Codes of Conduct available in the public domain.

### **Conflicts of Interest**

The Good Sports conflict of interest policy addresses situations where a personal or financial conflict or appearance of such conflict arises between the best interests of the organization and that of the individual or company. To avoid conflicts of interest, members of the Good Sports community:

- May not have direct or indirect interest of any nature that is in conflict with the discharge of the member's duties
- Shall adhere to the laws, regulations, and policies of the applicable governmental and organizational authorities. Failure to do so may be grounds for disciplinary action including termination of the relationship
- Shall not accept or solicit any personal gift, favor, or service that might influence the member in discharging his/her duties
- Shall not accept other employment or appointments or engage in other activity that would require the member to disclose confidential information known by reason of the member's official position
- Shall not disclose confidential information gained by reason of his/her financial position for personal gain or benefit
- Shall not transact any business in his/her official capacity with any business of which the member is an officer, agent, or member in which he/she owns a substantial interest
- Must disclose potential conflicts of interest as soon as possible after they realize a conflict has arisen.

If a conflict of interest is reported and allowed to exist by a vote of the Good Sports Board of Directors (absent the interested party), it is required to be documented and held on file in the organizational records.

### **Confidentiality**

Good Sports maintains confidential records including detailed information about donors, equipment grant recipients and applicants, employees and job applicants, board members, financials, and strategic planning. Much of this information is highly sensitive in nature including credit card information, anonymous donors, personal information and history, etc. Members of the Good Sports community are expected to protect this information by safeguarding it when it is in use, storing it properly, and discussing it only with those who have legitimate business with the organization. If uncertain about appropriate use of information, members should contact their supervisor or manager for guidance.

### **Outside Employment**

Outside professional commitments should not interfere with member's obligations to Good Sports, provided that the foregoing shall not in any way limit members who are not employees of Good Sports in their own professional endeavors. No member of the Good Sports community shall accept employment that results in conflict of interest or intrudes on his/her responsibilities with Good Sports, its programs, policies, or objectives.

### **Environmental Health & Safety**

Good Sports must comply with government rules and regulations that protect the environment and promote workplace safety.

### **Human Resource Issues**

Good Sports is committed to a work environment free of harassment and disruptive behavior and to providing an equal opportunity work environment where every member of the Good Sports

community is treated with fairness, dignity, and respect. No one in the Good Sports community shall discriminate against any individual on the grounds of race, color, religion, sex, age, disability, national origin, sexual preference, or any other factor prohibited by law. All members of the Good Sports community must be familiar with and abide by laws, regulations, and policies related to employment matters including, but not limited to:

- Harassment (including sexual harassment)
- Equal Opportunity
- Employment policies and procedures

### **Grants and Contracts**

Good Sports receives grants from external sources. Members of the Good Sports community are expected to adhere to the rules and regulations related to those grants. Failure to do so may result in loss of funds and in some case civil or criminal action. If questions of compliance with these regulations arise, members of the Good Sports community should discuss them with his/her supervisor or manager.

### **Documents and Records**

Every member of the Good Sports community is responsible, within the scope of their work for the integrity and accuracy of documents and records. No one may falsify or improperly alter information on any document or record.

### **Workplace Health and Safety**

Good Sports seeks to provide a safe and healthy environment for all members of its community and for visitors. Every member is obligated to conduct its business in a safe manner and take appropriate safety precautions. Members shall immediately report any hazards or unsafe conditions or related injury or illness.

### **Drug and Weapon Free Workplace**

The unlawful possession of a weapon or manufacture, distribution, possession, or use of a controlled substance (with the exception of alcohol for those of legal age ) on the premises owned, operated, or leased by Good Sports is strictly prohibited. Any member of the Good Sports community found guilty or is sentenced, fined by the court for any offense involving a weapon or controlled substance shall report this to his/her supervisor or manager. Disciplinary action, including termination of the relationship may be imposed.