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UNITED STATES VOLLEYBALL ASSOCIATION

PRINCIPLES OF ETHICAL BEHAVIOR AND CONFLICT OF INTEREST POLICY

PRINCIPLES OF ETHICAL BEHAVIOR

Those who choose to serve the United States Volleyball Association (USVBA) as volunteers are held to a high standard of conduct. As the USVBA is the organization designated as the National Governing Body for volleyball by the United States Olympic interests of promotion and development of volleyball. What may be considered acceptable conduct in some businesses may be inappropriate in the service of volleyball.

Those who serve the USVBA must do so without personal gain, to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real conflict of interest, as well as to avoid even the appearance of a conflict of interest.

While no set of guidelines can guarantee acceptable behavior, the guiding principles in this area are disclosure, non-participation in the decision-making process where personal or family gain is a possibility and a commitment to honor the confidentiality of organization information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving the USVBA must also accept the burdens of public disclosure and public scrutiny.

In our complex society, the inter-mix of volunteer work, business interests, governmental activity and family relationships often create potential conflicting interest. What is required is recognition of these conflicting interests when they arise, followed by a reasoned approach to their resolution.

The following guidelines are not a precise road map to acceptable conduct. They are signposts. Each individual must find his or her own way.

1. The business of the USVBA is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
2. USVBA properties, services, opportunities, authority and influence are not to be used for private benefit.

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3. All individuals who participate with the USVBA will disclose the nature and extent of an actual or potential conflict of interest when it occurs and will avoid evaluating or voting on the matter involved by being physically absent during the evaluation and vote. This includes the award of contracts, the purchase of goods and services and the allocation of USVBA resources for personal use.
4. Gifts, cash, travel, hotel accommodations, entertainment or favors are neither to be given nor received, except those of nominal value exchanged in the normal cause of business. The trading of pins and mementos is acceptable conduct. Sports, media, entertainment and other organizations routinely invite USVBA personnel to attend sports and social events of more than nominal value. Such invitations may be accepted if they are part of open and generally accepted practices, serve to promote the best interest of USVBA, would not embarrass the individual or the USVBA if publicly disclosed and do not compromise the objectivity and integrity of the recipient or donor. Gifts and favors of more than two hundred fifty dollars (\$250) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told that the gift is being accepted on behalf of, and will be delivered to, the USVBA.
5. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with the USVBA and with each other.
6. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

CONFLICT OF INTEREST POLICY

I. INTRODUCTION

It is incumbent upon the USVBA to conduct all of its affairs professionally and with integrity. This includes a commitment to avoid conflicts of interest or apparent conflicts of interest.

In order to assure that such conflicts, or apparent conflicts, are avoided for the benefit of those dealing with the USVBA, as well as for the benefit of those within the USVBA, a conflict of interest policy is herein established.

II. GENERAL DUTY IMPOSED

It is incumbent upon each and every USVBA Officer, Director, and Management Employee of the USVBA, when acting in their USVBA capacity, to act solely for the benefit of the USVBA and not for personal gain. This is a “fiduciary duty” and is strictly interpreted under the law.

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USVBA leaders and employees shall, in the fulfillment of their fiduciary duty, exercise the utmost good faith in all USVBA transactions in which they are involved to avoid any personal gain, financial or otherwise. A person with a fiduciary duty cannot have a “conflict of interest”.

III. THE POLICY

- A. It is the policy of the USVBA that the existence of any conflict of interest, or apparent conflict of interest, as a USVBA Director, Officer, or Management Employee, shall be disclosed by that USVBA Director, Officer, or Management Employee before engaging in any transaction in which the conflict of interest, or apparent conflict of interest, exists. It shall be the continuing responsibility of USVBA Directors, Officers, and Management Employees to scrutinize their respective USVBA transaction and personal relationships to determine actual, apparent or potential conflicts of interest and to report immediately any such conflicts or apparent conflicts.
- B. Immediately upon discovery, actual, apparent or potential conflicts of interest shall be reported to the USVBA Executive Committee through the President, or if the President is the one reporting, then through the Executive Vice President. Management Employees (see item IV, below) shall report conflict of interest circumstances to the Executive Director who will, in turn, convey the report and findings to the Executive Committee. After full consideration, the Executive Committee shall, in turn, report the reported conflict to the USVBA Board of Directors along with the action taken by the Executive Committee or any recommendations the Executive Committee may have for the USVBA Board.
- C. A person with an established conflict of interest, or potential conflict of interest, must abstain from participating in any way in any situation in which that person has a conflict of interest, including discussion with USVBA persons with regard to the conflict situation.

IV. EXPLANATIONS

- A. The following personnel are covered: all Directors, Officers, and Management Employees of the USVBA or its owned subsidiaries. The term “Management Employee” refers to those individuals who are employees of the USVBA or its owned subsidiaries, such as USA Volleyball Properties, Inc., and who are in a position to:
 - 1. Influence the actions of or otherwise commit the USVBA, its owned subsidiaries or the respective boards therefore, or
 - 2. Make purchasing decisions for the USVBA or its owned subsidiaries; or

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3. Have proprietary information about the USVBA or its owned subsidiaries; and
4. Have management-level responsibilities within the USVBA or its owned subsidiaries.

B. The following are examples of conflict situations:

1. USVBA person dealing with a person or organization that supplies goods or services to the USVBA, when the USVBA person involved personally deals with the same organization.
2. USVBA person accepting favors of any kind and of any value from any person or organization with whom the USVBA presently conducts or potentially may conduct business of any kind.
3. USVBA person dealing on behalf of the USVBA with a person or organization when the USVBA person has, or may have in the foreseeable future, an opportunity to enjoy a personal gain from dealing with that same person or organization.

C. The following content must be included in a conflict report.

1. A report by a USVBA person who has an actual, apparent or potential conflict of interest shall be made verbally immediately to the USVBA President, or if the President is reporting, then to the USVBA Executive Vice President, followed within 24 hours by a report in writing. Management Employees must make this report to the Executive Director.
2. The report shall contain the name of the USVBA person reporting, the person or organization with whom there is an actual, apparent or potential conflict of interest, the date and circumstances when the conflict or potential conflict first came to the attention of the USVBA person, and a brief narrative of what the conflict is perceived to be.

(NOTE: The fact that a conflict of interest exists may not mean that it is material enough to be of practical importance, or if material, that upon full disclosure of all relevant information it is adverse to the interests of the USVBA or will disqualify the person from involvement.)

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