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|  | North Dakota Swimming                          | Policies and Procedures   |
| Subject: ND LSC<br>Conflict of Interest<br>Policy                                | Document Number: A.3<br><br>Version Number: 01 | Effective Date: April 26, 2020<br><br>Last Revision: April 26, 2020 |

### A.3 - ND LSC CONFLICT OF INTEREST POLICY

Those who choose to serve North Dakota Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. As guardians of Olympic ideals, they assume an obligation to subordinate individual interests to the interests of the Olympic Movement. What may be considered acceptable conduct in some businesses may be inappropriate in Olympic service.

Those who serve North Dakota Swimming must do so without personal gain in order 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.

While no set of guidelines can guarantee acceptable behavior, the principles, that guide behavior 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 organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving North Dakota Swimming must accept the burdens of public disclosure and public scrutiny.

In our complex society, the intermix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.


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

The business of North Dakota Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws.

North Dakota Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.

All individuals who participate with North Dakota Swimming will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of North Dakota Swimming resources for individual use.

| Document Revision Log |            |                                    |                  |           |                |
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| Version               | Date       | Description of Change/Sections     | Author or Editor | Authority | Control Number |
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Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to North Dakota Swimming.

Expenses incurred in the furtherance of North Dakota Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.

All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with North Dakota Swimming and with each other.

Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

#### ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I acknowledge receipt and understanding of North Dakota Swimming's Statement of Principles on Ethical Behavior and Conflict of Interest, and I pledge my full support of the spirit and the letter of the requirements contained therein.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee

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