

	<h2>Policies and Procedures</h2>	
Subject: Conflict of Interest	Document Number: 903 Version Number: 01	Effective Date: April 6, 2019 Last Revision: April 6, 2019

1. A Conflict of Interest form (included in this document) shall be maintained for each member of the Board of Directors and other Committee Chairs and Members.
2. The Conflict of Interest form shall be renewed on a yearly basis immediately following the Fall House of Delegates Meeting.
3. The Secretary of the Board of Directors of OKSI is responsible for distributing and collecting the signed forms.
4. An electronic form may be used at the discretion of the Secretary of the Board with the advice and consent of the General Chair.
5. Form starts on next page:

Oklahoma Swimming, Inc.
STATEMENT OF PRINCIPLES
ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST

Those who choose to serve Oklahoma Swimming Inc. whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve 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 or perceived conflict of interest.

While no set of guidelines can completely define acceptable behavior, the principles that guide behavior in this area, is 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 Oklahoma Swimming must accept the burdens of public disclosure and public scrutiny.

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

The following seven items reflect specific expectations by OKS of people signing this agreement. These items cannot and do not however completely define what is acceptable.

They are intended as guidelines and not a precise road map to what is acceptable conduct. Each individual must find his or her own way within this guidance.

1. A good faith effort must be exercised by those signing this statement to conduct the business of Oklahoma Swimming in observance of both the spirit and letter of applicable federal and state laws.
2. Oklahoma Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with Oklahoma 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 Oklahoma Swimming resources for individual use.
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Board of Directors) 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 Oklahoma Swimming.
5. Expenses incurred in the furtherance of Oklahoma Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.

6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Oklahoma Swimming and with each other.
- A. The Duty of Care: The duty of care describes the level of competence expected of a director or committee member. Members should make all decisions based on the reasonable care necessary to enact the mission and vision of the organization, and to protect the financial well-being of the LSC and its members.
- B. The Duty of Loyalty: The duty of loyalty is the standard of faithfulness to the LSC. When making decisions, a board member must put the LSC first. This duty is the basis for conflict of interest policies that are designed to prevent board members from seeking personal gain at the expense of the LSC and from favoring one club over another.
- C. The Duty of Obedience: The duty of obedience requires board members to be true to the LSC's mission. Board members can exercise their own judgment on how the LSC can best achieve its mission. But they cannot act in a manner that is inconsistent with that mission. This duty is based on the principle that the LSC members and the public at large must be able to act in confidence that what they are told about the LSC is true.
7. 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 Oklahoma 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.

If necessary, you may type in your name and that will serve as your signature.

Print Name (fill in) _____

Signature (fill in) _____

Date (fill in) _____

Position (fill in) _____

Oklahoma Swimming Position

EACH INDIVIDUAL SHOULD KEEP A PERSONAL COPY OF THIS DOCUMENT.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	04-06-19	Restructure of P&P / whole document Added preamble instructions / 1. - 5. Modified distribution at bottom of form since that is included in instructions / Form	D. Mink	BOD	OKS-0001