

USA BOBSLED / SKELETON CODE OF ETHICS

The Ethics Committee shall oversee the implementation and compliance with the Code of Ethics and make recommendations to the Board of USA Bobsled/Skeleton (USABS) for action.

The Code of Ethics applies to athletes, coaches, directors of the Board, officers, committee members, task force members, employees and volunteers. All of the aforementioned individuals are required to read and sign this document, acknowledging that they understand and are agreeing to abide by its content.

Code of Ethics

All individuals covered by this code will maintain an atmosphere of mutual respect toward each other as well as those USABS conducts business with and those we may come in contact with during the execution of duties and activities.

Athletes will, at all times, show respect for all coaches, officials, and staff members. Coaches, staff, officials and volunteers will treat all athletes fairly and with respect.

As the National Governing Body for the Olympic sports of Bobsled and Skeleton in the United States and because we operate in the public spotlight, we are expected to conduct our affairs on a basis consistent with the great trust that has been placed in us. This requires our behavior to conform to the highest ethical standards and principals. For these reasons, USABS requires its athletes, coaches, officials, volunteers and staff to conduct business with integrity, to maintain a high standard of ethical conduct and to be guided by the knowledge that we are guardians of the Olympic values, spirit, and ideals.

Furthermore, because the appearance of impropriety can be just as damaging as actual impropriety, conduct, which appears to be improper, is also unacceptable. Accordingly, all individuals covered by this code are required to comply with the following articles of the USABS Code of Ethics when representing or participating in USABS activities or events:

- a. Conduct all dealings with honesty and fairness.
- b. Respect the rights of all employees, athletes and volunteers to fair treatment and equal opportunity, free from discrimination and harassment of any type.
- c. Know, understand and comply with the laws, regulations, and codes of conduct governing the conduct of USABS business, both domestic and foreign.
- d. Ensure that all transactions are handled honestly and recorded accurately.
- e. Protect information that belongs to USABS, our donors, sponsors, suppliers and fellow workers.
- f. Avoid conflicts of interest, both real and perceived.
- g. Never use USABS assets or information for personal gain.
- h. Recognize that even the appearance of misconduct and impropriety can be very damaging to the reputation of USABS and act accordingly.

Conflicts of Interest

These principles provide a framework of integrity for interactions with or on behalf of USABS. However, given the unique makeup of USABS, more in depth questions may arise regarding conflicts of interest. For this reason the following guidance is provided:

USABS defines a conflict of interest as any personal, business or financial relationship that could influence or be perceived to influence your objectivity when representing or conducting business for, or on behalf of, USABS. All individuals covered by this code should endeavor to pursue a course of conduct and conduct themselves in a manner that will not raise suspicion that they are engaged in acts that are in violation of their trust.

No individual covered by this code should use or attempt to use his or her position to secure unwarranted privileges or exemptions for himself, herself, or others, and should not, by his or her conduct, give a reasonable basis for the impression that any person can improperly influence him or her or enjoy his or her favor in his or her role or affiliation. For example if (1) personal or financial interests exist with any person or concern with whom USABS has a business or other relationship and (2) the other relationship or interest could influence or be perceived to influence the objectivity of your decisions, you must:

- a. Disclose the interest, in writing, to the Chair of the Board, who shall refer the matter to the Ethics Committee for further consideration; and
- b. Excuse yourself from any formal or informal discussion related to the relationship between USABS and the person or concern; and
- c. Abstain from voting and from seeking to influence the vote on any matter related to the person or concern.

Gifts

Inappropriate hospitality or gift giving between the individuals can also create a conflict, real or perceived, of interest. USABS defines inappropriate hospitality as the offering or receiving of accommodations, tours, event tickets, entertainment, meals or other similar personal benefits except as specifically provided for by applicable policies.

Similarly, USABS prohibits the receipt or giving of personal gifts except for items of nominal value such as coffee mugs, hats, pins, etc. unless specifically provided for by applicable policies.

Questions regarding the application of USABS's hospitality and gift policies must be addressed to the Ethics Committee Chair.

Confidentiality

All individuals serving USABS have the responsibility to maintain the confidentiality of USABS information. This includes both proprietary and sensitive information. Special emphasis is noted for the requirement to protect proprietary technical information regarding USABS equipment, training and coaching techniques.

Enforcement

Any person or member organization that violates or condones the violation of the Code of Ethics is subject to disciplinary measures, which may include termination of membership, employment and expulsion from the board, committee, or task force. The Ethics Committee shall in the most expeditious manner possible review and conduct an appropriate investigation and hearing for all violations of the Code of Ethics and, if appropriate, without delay recommend sanctions/actions to the Board of Directors (as to athletes and volunteers) or the Chief Executive Officer (as to staff).

This code serves as a framework for ethical conduct but does not cover every situation. If you are unclear about the requirements or applications of this code, contact the Chair of the Ethics Committee as follows:

USA Bobsled / Skeleton
c/o Chair Ethics Committee
1631 Mesa Avenue, Copper Building, Suite A
Colorado Springs, CO 80906
Telephone: 719 636 1513 FAX: 719 520 3212
Email: ethicschair@usbsf.com

Acknowledgement

I understand and agree to abide by the provisions of the USABS Code of Ethics.

Signature

Date

Printed Name