

USATT ETHICS AND GRIEVANCE COMMITTEE

PROCEDURES FOR THE CONDUCT OF COMMITTEE BUSINESS

As approved by the Committee December 8, 2020

Note: These procedures are subject to amendment as deemed necessary and appropriate by the Committee, and amended versions will be posted on the USATT website. Inquiries regarding these procedures may be directed to the Committee Chair.)

USATT Bylaws Section 9.8 (“Procedures”) states: “Each committee shall establish procedures for conducting its business and affairs. Such procedures shall be published and made available on USATT’s website.”

In accordance with USATT Bylaws Section 9.8, the Ethics and Grievance Committee has adopted the following procedures:

1. **Adherence to USATT Bylaws:** In the conduct of its Committee business, the Committee shall follow the USATT Bylaws provisions applicable to USATT Committees, including Section 9.2 (Assignments); Section 9.3 (Number); Section 9.4 (Tenure); Section 9.5 (Term Limits); Section 9.6 (Committee Member Attendance); Section 9.7 (Resignation, Removal and Vacancies); Section 9.8 (Open and Executive Sessions); Section 9.9 (Open and Executive Sessions); Section 9.10 (Minutes of Meetings); and Section 9.11 (Compensation).

2. **Procedures for Receiving, Investigating, and Resolving Grievances and Complaints:**

a. **Procedures Generally:** In receiving, investigating, and resolving grievances and complaints, including administrative grievances, right to compete matters, employee grievances, or any other grievances, complaints, or matters within the jurisdiction of the Committee, the Committee shall follow the applicable USATT Bylaws provisions and any supplemental procedures or rules adopted by the USATT Board of Directors or the Committee, which include, by way of example but not limitation, the Supplemental Hearing Procedural Rules adopted by the Committee January 22, 2010. (See USATT Bylaws Section 9.13 b. 5 regarding delegation of responsibility to the Committee to promulgate procedures.)

b. **SafeSport and USADA Matters:** With respect to the receipt, investigation, and resolution of complaints or allegations of violations of the USATT SafeSport Policy and the anti-doping rules of the International Table Tennis Federation (ITTF) and the U.S. Anti-Doping Agency (USADA), the Committee shall follow the provisions of USATT Bylaws Article X-A (SafeSport) and Article X-B (U.S. Anti-Doping Agency) and any supplemental procedures or rules adopted by the USATT Board of Directors regarding such matters.

c. **Confidentiality; Meetings and Minutes:**

i. When the Committee meets, or Committee members confer with one another, in fulfillment of the Committee’s responsibilities for the receipt, investigation, resolution, or handling of grievances and complaints, such meetings or conferences will be

conducted in order to ensure the confidentiality of such matters and the integrity and objectivity of the grievance process, and to protect the reputations of individuals or groups involved until such time as it may appropriate to communicate to the USATT membership or other bodies or authorities necessary information. Accordingly, such meetings or conferences are not to be considered or conducted as open Committee meetings within the meaning of USATT Bylaws Section 9.9 (Open and Executive Meeting Sessions) and may be conducted from time to time as circumstances require without the necessity of invoking the procedures of USATT Bylaws Section 9.9 regarding executive sessions. Additionally, the Committee and its members may meet and confer with USATT legal counsel under the confidentiality and within the parameters of attorney-client privilege as necessary and appropriate with advice of such counsel.

ii. Minutes of Committee meetings or conferences not conducted as open Committee meetings (such as meetings or portions thereof conducted in executive session or under attorney-client privilege) shall not be published under USATT Bylaws Section 9.10 (Minutes of Meetings) in order to ensure confidentiality consistent with this section of the Committee's procedures. Committee members' discussions and communications (by telephone, email, etc.) shall not be incorporated into Committee meeting minutes unless approved by the Committee as part of meeting minutes.

3. **Committee Calendar of Annual Responsibilities and Goals:** The Committee will prepare a calendar with target dates for the Committee's completion of its annual responsibilities, such as reviewing the Code(s) of Ethics for USATT Board, officers, committee, and task force members, volunteers, staff and member organizations (USATT Bylaws Section 9.13 b. 4.) and reporting annually to the USATT Board annually on all ethical issues and matters that came before the Committee (USATT Bylaws Section 9.13. b. 2.).