



Calvert Aquatics Club

STATEMENT OF PRINCIPLES ON ETHICAL BEHAVIOR AND CONFLICTS OF INTEREST

Those who choose to serve Calvert Aquatics Club (CAC), 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 the policy of Calvert Aquatics Club that board members and employees of Calvert Aquatics Club will not disclose confidential information belonging to, or obtained through their affiliation with Calvert Aquatics Club to any person, including their relatives, friends, and business and professional associates, unless the club has authorized disclosure. Board members, volunteers and employees are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view. It is also the policy of Calvert Aquatics Club that such information must be kept confidential both during and after employment or volunteer service. Upon separation of employment and at the end of a board member's term, he or she shall return, all documents, papers, and other materials, that may contain confidential information. This policy is not intended to prevent disclosure where disclosure is required by law.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal from Calvert Aquatics Club.

While no set of guidelines can completely define acceptable behavior, the principles that guide behavior in the area are disclosure of potential conflicts, non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizations information. Any individual accepting the honor of serving Calvert Aquatics Club must accept the burdens of public disclosure and public scrutiny.

The following items reflect specific expectations by Calvert Aquatics Club, of the people signing the agreement. These items cannot and do not however completely define what is acceptable. They are intended rather 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 to conduct the business of Calvert Aquatics Club in observance of both the spirit and letter of applicable Federal and State laws, CAC, and USA Swimming policies, procedures and By-Laws; and actions of the CAC Executive Board and various committees.
2. CAC properties, services, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with CAC will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation on 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 aware of contracts for professional services, and the allocation of CAC funds and/or resources for individual use.



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4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Executive Committee) nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors 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 CAC.
5. Expensed incurred in the furtherance of CAC business are to be reasonable, necessary, and substantiated.
6. It is expected that member of CAC leadership will exhibit honesty, loyalty, candor and professional competence in their relationships with each other and while representing Calvert Aquatics Club.
7. Employees and Executive Committee members with personal electronic and social media accounts should refrain from making statements that could be harmful to the club. Further, employees and Executive Committee members cannot post information about the Calvert Aquatics Club that is privileged, confidential, or speak on behalf of CAC without express written consent and permission of the CAC executive committee.
8. Each individual has the responsibility to keep proprietary and sensitive information confidential and to guard against misuse.



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2021-2022 ANNUAL CERTIFICATION

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I hereby certify that I have read, understand, and agree to the Calvert Aquatics Club's policies as described in this statement, with respect to confidential information and conflict of interest.

Signature: _____ Date: _____