

Topeka Swim Association, Inc.
STATEMENT OF PRINCIPLES ON ETHICAL BEHAVIOR
AND CONFLICT OF INTEREST

Topeka Swim Association, Inc. (“TSA”) holds its Board of Directors and paid professionals who serve 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 exhibit behavior to enhance the organization’s trust and public confidence. 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. Conduct founded on the individual’s own sense of integrity is expected. Any individual accepting the honor of serving TSA 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 TSA of people signing this agreement. These items cannot and do not however completely define what is acceptable. They are 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. Those signing this statement must exercise a good faith effort to conduct the business of TSA in observance of both the spirit and letter of applicable federal and state laws.
2. TSA authority, properties, services, opportunities, and influence are not to be used for private benefit.
3. All individuals who participate with TSA 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 TSA resources for individual use.
4. No making or accepting of gifts, cash, travel provided, hotel accommodations, entertainment, or favors is allowed (except with full approval of the Board of Directors), except those of nominal value exchanged in the normal course of business. Do not accept gifts and favors of more than twenty dollars (\$20.00) in value. If circumstances render it awkward to refuse such a gift, thank the donor, and advise that the gift will be delivered to TSA.

5. Expenses incurred in the furtherance of TSA 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 TSA and with each other.
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 Topeka Swim Association, Inc.'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

Topeka Swim Association, Inc. Position