WEST VIRGINIA SWIMMING : Confidential Information, Ethical Behavior & Conflict of Interest Policy

As of WV Swimming, you have been given the privilege of serving our LSC and understand that you are expected to conduct yourself in a manner that reflects the highest standards of ethical and professional behavior. You should commit yourself to performing your professional duties in a manner that exhibits understanding and appreciation for the trust and confidence that has been placed upon you. You are working for a state governing body that is charged with providing the leadership for the sport of swimming in West Virginia, and we hope that you consider it an honor to serve as a member.

As a part of WV Swimming, you will have access to confidential information. This includes any information that is not generally known to or accessible by the public. Disclosure of confidential information will not be tolerated. This non-disclosure applies during and after your association with WV Swimming. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by WV Swimming.

You understand that those who serve WV Swimming must do so without personal gain beyond the compensation, benefits and opportunities for professional advancement and service associated with the LSC. Additionally, you understand that in working for a membership organization you have an added responsibility to behave in such a way that the organization's trust and public confidence are enhanced. While no set of guidelines can guarantee acceptable behavior, the principles that guide professional behavior include: disclosure of all 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 organizational information. Individuals accepting the honor of serving WV Swimming accept the burdens of public disclosure and public scrutiny.

Following are some guidelines that are intended to help WV Swimming volunteers make personal decisions relating to ethical behavior and conflict of interest. \*Situations that create an actual conflict of interest or even the appearance of such a conflict must be scrupulously avoided. \*The business of WV Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws. \*WV Swimming properties, services, opportunities, authority and influence are not to be used for private benefit. \*Staff members are obligated to disclose the nature and extent of an actual or potential conflict of interest when it occurs. \*Expenses incurred in the furtherance of WV Swimming business are to be reasonable, necessary and substantiated. \*Each individual is expected to exhibit honesty, loyalty, candor and professional competence in their relationships on behalf of WV Swimming and with each other.

It is impossible to describe all of the situations that may result in a conflict of interest. When volunteers have questions concerning a possible conflict of interest, they should request advice from the WV Board of Directors.