



United States Biathlon Association Code of Ethics and Conflict of Interest Policy

As the guardian of the Biathlon Movement within 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 its volunteers, staff, board and committee members to conduct business with integrity, to maintain a standard of ethical conduct consistent with all countries and jurisdictions in which the USBA conducts business, trains or competes and to be guided by the knowledge that we are guardians of the USBA, 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, volunteers, staff, board and committee members are required to comply with the following USBA Code of Ethics when representing or participating in USBA activities or events:

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

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

The USBA defines a conflict of interest as any personal or financial relationship that could influence or be perceived to influence your objectivity when representing or conducting business for, or on behalf of the USBA.

For example, if (1) personal or financial interest exist with any person or concern with whom the USBA does 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:

- Disclose the interest to the USBA Chairman, who shall have the authority to either (a) approve the relationship, (b) refer the matter to the USBA Ethics Committee for further consideration and approval or (3) refer the matter to the USOPC for further consideration; and



- Excuse yourself from any formal or informal discussion related to the relationship between the USBA and the person or concern; and
- Abstain from voting and from seeking to influence the vote on any matter related to the person or concern.

Inappropriate hospitality or gift giving between individuals can also create a conflict of interest.

The USBA defines the inappropriate hospitality as the offering or receiving of accommodations, tours, events tickets, entertainment, meals or other similar personal benefits except as specifically provide for by applicable policies.

Any person that violates or condones the violation of the USBA Code of Ethics is subject to disciplinary measures, which may include termination of membership, employment, and expulsion from the board or committee and USBA events. The USBA Chairman shall review all violations of the USBA Code of Ethics and, if appropriate, recommend sanctions to the USBA Ethics Committee for final approval and action.

The USBA Code of Ethics serves as a framework for ethical behavior but does not cover every situation. If you are unclear about requirements of this code, please consult with your supervisor, USBA CEO or USBA Chairman for guidance and clarification.