

## **USA SHOOTING POLICIES AND PROCEDURES**

### **EMPLOYEE AND VOLUNTEER CODE OF CONDUCT**

This constitutes the Code of Conduct for employees, key volunteers and officials collectively referred henceforth as “Staff” of USA Shooting (USAS), a Colorado nonprofit corporation designated by the United States Olympic Committee (“USOC”) as the National Governing Body (NGB) for certain Olympic disciplines of shooting in the United States of America.

#### **A. GENERAL**

1. The vision of USAS is to make the United States of America the best in the world in competitive Olympic style shooting. The mission of USAS is to make the vision a reality by training athletes to win medals in Olympic shooting competition, promote the shooting sports and govern the sport of Olympic shooting in the United States. In furtherance of its mission, USAS’s employees and Board of Directors (BOD) establishes the organizational philosophy, sets policy and provides support for qualified USAS member athletes who desire to participate in the programs and opportunities provided by USAS.
2. This Code of Conduct has been established to provide guidance to USAS employees and volunteers. Working together with USAS member athletes creates a spirit of unity of purpose and provides the basis for reaching the organizational goals. It is not the intent of this Code to unduly restrict or detract from the overall experience of being a USAS employee or volunteer. Your commitment to USAS is a commitment to the acceptance of these rules. Violation of the Code may result in disciplinary action as outlined in paragraph E. which describes procedures for executing the Code as well as potential penalties for Code violations.
3. By signing this Code of Conduct you will be acknowledging that you have read it, understand it, and are willing to abide by its contents.
4. As a condition of employment or your commitment as a volunteer or official, each participant is required to sign and abide by the Employee and Volunteer Code of Conduct without alteration.

#### **B. WHO IS COVERED**

This Code of Conduct applies to all USA Shooting employees, key volunteers and officials collectively referred henceforth as “Staff” of USA Shooting (USAS).

#### **C. WHEN AND WHERE THIS CODE APPLIES**

This Code of Conduct is in effect at all times while functioning as a representative for USA Shooting or at USAS designated activities and functions.

#### **D. RESPONSIBILITY FOR CODE ADMINISTRATION**

The Executive Director and Chief Executive Officer (ED-CEO) of USAS is responsible for the overall administration of the Employee and Volunteer Code of Conduct. The ED-CEO will administrate violations of this Code in accordance with applicable documents, including the USAS Employee Manual, Colorado Labor Code, and the USAS Bylaws.

**E. CODE ADMINISTRATION PROCEDURES**

1. The ED-CEO will have broad discretion to enforce this Code and correct offenses by means of oral or written counseling.
2. Misconduct of any person subject to the Code may be reported by anyone, by any means, to the ED-CEO or President of USAS. Offenses will be promptly reported either verbally or in writing. Verbal reports must be followed with a written statement within 72 hours. The written statement must include the identity of the person filing the report, the identity of the person(s) who has violated the Code, a clear and concise statement of the facts involved, and the signature and date of the person filing the report.
3. ED-CEO will notify the accused of the alleged Code violation. The accused shall have the right to provide a written explanation to the ED-CEO within a timeframe that is fair and reasonable under the circumstances.
4. The ED-CEO or an appointed investigator will review and investigate the matter, after which the ED-CEO will notify the accused of the decision in writing within ten (10) days of the completion of the review and investigation.
5. Disciplinary options shall include:
  - a. No action;
  - b. Counseling;
  - c. An appropriate letter from the staff member addressing the violation, statement of apology, letter of apology or other such non-monetary action appropriate for the situation;
  - d. \$100 - \$1,000 fine;
  - e. Suspension.
6. The accused may appeal the decision to as follows:
  - a. Appeal to the President within ten (10) business days from the receipt of the ED-CEO's decision;
  - b. The appeal must be detailed in writing with any supporting documentation;
  - c. A clear and concise statement of any additional facts relevant to the code violation, investigation and/or decision;
  - d. A statement of the specific action or remedy sought;
  - e. The signature of the person(s) accused of the code violation;

- f. At their own cost, parties may have legal counsel throughout the Code administration process;
- g. The President will act on the appeal within a reasonable and expeditious time but within 30 days;
- h. The President has the options of letting stand, overturning, suspending, reducing, increasing, or eliminating the disciplinary action.
- i. The decision of the President is final.

**E. TERM OF AGREEMENT**

This agreement remains in force from the date of date of employment to the date of termination of employment. For Volunteers the agreement is in force during the period of active USAS service.

**F. ETHICS & CONFLICT OF INTEREST**

As USAS staff, we operate in the public spotlight and are expected to conduct our affairs on a basis consistent with the great trust that has been placed in us. This requires our behavior to conform to the highest ethical principles. For these reasons, USAS requires its staff members to conduct business with integrity, to maintain a standard of ethical conduct consistent with the regulations of all countries and jurisdictions in which the USAS conducts business and to be guided by the knowledge that we are guardians of the good name and image of USAS and the Olympic Movement. Because the appearance of impropriety can be just as damaging as actual impropriety, conduct, which appears to be improper, is also unacceptable. Accordingly, staff members are required to comply with the following:

1. Conduct all dealing with honesty and fairness.
2. Respect the rights of all employees and members to fair treatment and equal opportunity, free from discrimination or harassment of any type.
3. Know, understand and comply with the laws and regulations governing the conduct of USAS business. Be familiar with USAS Code of Conduct which is available on the USAS website. This document establishes athlete expectations and standards. The actions and conduct of staff members are expected to be an example for athletes to emulate.
4. Ensure that all transactions are handled honestly and recorded accurately.
5. Protect information that belongs to USAS, our donors, sponsors, suppliers and fellow workers. This includes maintaining confidentiality when appropriate.
6. Avoid conflicts of interest, both real and perceived.

a. Conflict of Interest: If personal or financial interests exist with any person or concern with whom USAS has a business or other relationship and the other relationship or interest could influence or be perceived to influence the objectivity of your decisions.

b. If a potential for conflict of interest exists, the member must:

(1) Disclose the interest to the Executive Director or President;

(2) Excuse him/herself from any formal or informal discussions related to the relationship between USAS and the person or concern;

(3) Abstain from influencing the vote on any matter related to the person or concern.

7. Never use USAS assets or information for personal gain.

8. Staff members are bound to put the interests of USAS above his/her own personal or constituent interests. He/she must act in a manner he or she believes to be in the best interests of the corporation and all its members.

9. Recognize that even the appearance of misconduct or impropriety can be very damaging to the image and/or reputation of USAS, our sport and the Olympic Movement. Please act accordingly.

#### **G. HEADINGS**

The titles and paragraph headings contained herein are for convenient reference only. They shall not be used in any way to govern, limit, modify or construe this Code of Conduct and shall not be given any legal effect.

#### **H. AMENDMENT**

This Code of Conduct may not be amended or modified in any respect except in writing, signed by each party.

**USA SHOOTING  
EMPLOYEE AND VOLUNTEER CODE OF CONDUCT  
SIGNATURE PAGE**

Acknowledgment:

**I have read and fully understand and agree to abide by the letter, spirit and intent  
of the USA SHOOTING EMPLOYEE AND VOLUNTEER CODE OF CONDUCT.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date