

## FTSC's CODE OF BUSINESS ETHICS AND CONDUCT

The Federal Triangles Soccer Club ("FTSC," "Club," or "the Club") is a not-for-profit charitable organization dedicated to: promoting the growth of soccer and foster a sense of community for Gay, Lesbian, Bisexual, Transgender and Gay/Lesbian/Bisexual/Transgender-Friendly players by providing a venue for the play of Soccer as well as the purposes stated in its Bylaws. The Club has traditionally demanded and received ethical performance from its Officers; Club Members should also abide by this policy. In an effort to maintain the high standard of conduct the Club operates under this Code of Business Ethics and Conduct ("Code") outlined below. The terms Officers and Board are defined in the Club's Bylaws and those definitions shall be applicable here.

All Officers are required to sign the Code form certifying that, in delivering services and in all other Club activities, they shall be mindful of the following standards:

- **Compliance Requirements.** All Members are required to comply with applicable federal, state and local laws and regulations and with the Club's policies and regulations.
- **Actions Prohibited by the Code of Business Ethics and Conduct.** No Member or volunteer shall engage in the following actions:
  - a) **Personal Use.** Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services or property of the Club, except in conformance with Club mission.
  - b) **Financial Advantage.** Accept or seek on behalf of or any other person, any financial advantage or gain of other than nominal value offered as a result of the employee's or volunteer's affiliation with the Club.
  - c) **Confidentiality.** Disclose any confidential Club information that is available solely as a result of the volunteer's affiliation with the Club to any person not authorized to receive such information.
  - d) **Improper Influence.** Knowingly take any action or make any statement intended to influence the conduct of the Club in such a way as to confer any financial benefit on any person, corporation or entity in which the individual has a significant interest or affiliation.
  - e) **Conflict of Interest.** Operate or act in a manner that creates a conflict or appears to create a conflict with the interests of the Club and any organization in which the individual has a personal, business or financial interest. In the event there is a conflict, the individual shall disclose such conflict of interest to the President. Next, a decision will be made about the conflict of interest, and, where required, the individual may be required to recuse or absent himself or herself during deliberations, decisions and/or voting in connection with the matter.
  - f) **Retaliation.** Retaliate against any Officer or volunteer who seeks advice from, raises a concern with or makes a complaint to any Board member, for whistleblower concerns about fraud, waste, abuse, policy violations, discrimination, illegal conduct, unethical conduct, unsafe conduct or any other misconduct by the Club, its Officers or volunteers.

- g) **Contrary to the Best Interest of the Club.** Operate or act in any manner that is contrary to the best interest of the Club. Failing to report misconduct is an act contrary to this Code.
- **Investigations, Compliance and Ethics – Formal Dispute Resolution.** The President (unless a conflict of interest exists regarding him/her, the Vice President) shall conduct formal investigations into allegations of fraud, waste, abuse, Club policy violations, illegal or unethical conduct or other improprieties regarding the Club. Usually, the allegations arise from whistleblower complaints of Club Members or volunteers seeking formal review or investigations of their allegations of wrongdoing.
  - **Whistleblower Provisions.** The Club encourages open communications. All Officers, Members, and volunteers are encouraged to bring any concerns they have regarding the Club to the President of the Club (subject to the parenthetical above).

If an Officer or volunteer suspects or knows about misappropriation, fraud, waste, abuse, Club policy violations, illegal or unethical conduct, unsafe conduct or any other misconduct by the organization or its employees or volunteers, that individual should alert the President or Board.

- **Record Keeping.** Every Officer must ensure that the reporting of business information—whether computerized, on paper, or in any form—is accurate, honest, timely, and which represents the facts fairly. The Board nor any of its Officers will never create a false or misleading report or record by deliberately or negligently making false entries or failing to make correct entries. The Board implement, adhere, and abide/retain documents in accordance with FTSC’s Legal Hold Policy Procedures & Records Retention.

**CERTIFICATION OF COMMITMENT TO THE CLUB'S  
CODE OF BUSINESS ETHICS AND CONDUCT**

I, \_\_\_\_\_, certify that I have read and understand the Code of Business Ethics and Conduct of the Club and agree to comply with it, as well as applicable laws that impact the organization, at all times. I affirm that, except as listed below, I have no personal, business or financial interest that conflicts, or appears to conflict, with the best interests of the Club. I agree to discuss any conflicts listed below President of the Club and to refrain from participating in any discussions, deliberations, decisions and/or voting related to the matter presenting the conflict until such time as it is determined by the Club that the conflict is mitigated or otherwise resolved.

Describe any potential conflicts:

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At any time during the term of my affiliation with the Club, should an actual or potential conflict of interest arise between my personal, business or financial interests and the interests of the Club, I agree to:

- (1) disclose promptly the actual or potential conflict to the President of the Club; and
- (2) until the Club approves actions to mitigate or otherwise resolve the conflict, refrain from participating in any discussions, deliberations, decisions and/or voting related to the conflict of interest.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_