

## **USHJA POLICY STATEMENT**

**Subject: Conflict of Interest and Ethics and Disclosure Form**

**Policy Number: GA101**

**Date of Board Adoption: June 14, 2012**

**Board Approved Effective Date: June 14, 2012**

### **Conflict of Interest Statement and Ethics Policy**

As the Federation Recognized Affiliate representing and governing the hunter and jumper disciplines, the United States Hunter Jumper Association, Inc. (USHJA) must conduct all its activities and business in accordance with the highest level of responsibility and trust owed to its members and the sport. USHJA expects and requires its volunteers and staff to conduct all Association business with integrity and to maintain a standard of ethical conduct consistent with the values, spirit, and ideals upon which the Association was founded.

#### **Ethics Policy**

Accordingly, the Association requires its volunteers and staff to observe the following Ethics Policy:

- Conduct all dealings with honesty, openness and fairness.
- Respect the rights of all volunteers and staff to fair treatment and equal opportunity, free from discrimination or harassment of any type.
- Know, understand, and comply with the laws, regulations, and codes of conduct governing the business and activities of the USHJA
- Ensure that all transactions are handled honestly and recorded accurately.
- Protect information that belongs to USHJA, our donors, sponsors, suppliers, volunteers and staff.
- Avoid conflicts of interest, both real and perceived.
- Use USHJA assets and information only for the betterment of the organization and its members.
- Recognize that the appearance of misconduct or impropriety can damage the reputation of the USHJA and act accordingly.
- Maintain the confidentiality of committee business as instructed by the Committee Liaison or Chairman.

## Conflicts of Interest

The Ethics Policy provides a framework of integrity for interactions with or on behalf of USHJA. In addition, for clarity, the following Conflict of Interest definitions and guidelines are provided:

- USHJA defines a conflict of interest as any personal, family, business or financial relationship, whether direct or indirect, which could influence or be perceived to influence objectivity when representing or conducting business for or on behalf of USHJA.
- USHJA defines “family” for these purposes as follows: spouse, parent, child or spouse of a child, brother, sister, spouse of a brother or sister, a cohabiting companion, or any other individuals with a significant familial or familial-like relationship.
- USHJA defines a substantial appearance of a conflict of interest as those circumstances from which others may reasonably infer the existence of a conflict. Because the appearance of impropriety can be just as damaging as actual impropriety, conduct that appears to be improper must be disclosed in order that the USHJA Board of Directors may determine whether such substantial appearance of a conflict is deemed to be a prohibited conflict of interest. For these reasons, an individual must recuse herself/himself from participating in the USHJA activity giving rise to the substantial appearance of a conflict of interest unless and until it is determined by the USHJA Board that no conflict exists. If such conflict or potential conflict involves a Board member, that director shall not be involved in any discussion of or vote on the issue.
- Each USHJA Officer, Director, Committee member, Council member, Task Force member and Staff must fulfill his/her obligation to disclose any conflicts by submitting to the Board a description of any circumstance that may be a conflict of interest or be perceived to be such a conflict at any time such circumstances arise or annually. Officers, Directors and Staff must submit a signed Conflict of Interest Statement and Ethics Policy form prior to the close of the annual meeting. All Committee, Council or Task Force members in attendance at the annual meeting should submit the same prior to the close of that meeting or with letters of acceptance when agreeing to participate as a member of a USHJA Committee, Council or Task Force.
- All Officers, Directors, Staff and Committee members are expected to be familiar with and govern their conduct in accordance with the USHJA By-Laws, policies and procedures.
- All Officers, Directors, Staff and Committee members are responsible for disclosing to USHJA any changes affecting their Conflict of Interest Statement.

**DISCLOSURE AND AFFIRMATION STATEMENT**

I have received a copy of the USHJA Conflict of Interest Statement and Ethics Policy and have read carefully and fully understand these policies.

If any relationships, positions, or circumstances have arisen within the last twelve (12) months or since my last signing of the disclosure and affirmation statement, that may have or appear to have a potential conflict of interest, I must disclose such relationships, positions, or circumstances to the Board of Directors of USHJA by submitting written disclosure of same to the USHJA CEO immediately and hereby agree to do so.

I hereby affirm that I have read and understand the Conflict of Interest Statement and Ethics Policy of the United States Hunter Jumper Association currently in effect and I agree to act in accordance with those policies and all applicable By-Laws. I further understand and agree that it is my duty to inform the Board of Directors of any circumstances or relationships that create or represent a real or potential conflict of interest.

I acknowledge and understand that a breach of these Policies may result in my removal from the BOD, committee, task force and/or council seat(s) that I hold.

I understand that the USHJA is a charitable organization and that, in order to maintain its federal tax exemption, must engage in and appropriately conduct those activities which further its tax-exempt purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

**UNITED STATES HUNTER JUMPER ASSOCIATION**

**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

This form is provided for your convenience should a conflict of interest or circumstances which may be perceived to be a conflict exist or arise. Please provide a full description of the conflicted or potentially conflicted relationship, business or financial situation, employment, or any other circumstance involving you or anyone related to you as described in the USHJA Conflict of Interest Statement and Ethics Policy. Please note that your failure to fully disclose all required information may result in your removal from your position within the Association. This form should be forwarded to the Executive Director - USHJA, 3870 Cigar Lane, Lexington, KY 40511.

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Signature

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Date