



## **STATEMENT OF PRINCIPLES ETHICAL BEHAVIOR AND CONFLICT OF INTEREST**

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Those who choose to serve USA Table Tennis (USATT), whether as volunteers or paid professionals, are held to the highest standards of conduct. As guardians of Olympic ideals, they assume an obligation to subordinate individual interests to the interests of the Olympic movement. What may be considered acceptable conduct in some businesses may be inappropriate in Olympic service.

Those who serve USATT must do so without personal gain, avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real conflict of interest as well as to avoid even the appearance of a conflict of interest.

While no set of guidelines can guarantee acceptable behavior, the principles which guide behavior in this area are: disclosure, physical absence and nonparticipation in the decision making process where personal or family gain is a possibility; and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving USATT must also accept the burdens of public disclosure and public scrutiny.

In our complex society, the intermix of volunteer work, business interests, governmental activity and family relationships often create potentially conflicting interests. What is required is disclosure of conflicts of interest when they arise, as well as physical absence from and strict nonparticipation in any evaluation process relating to the matter in question.

The following guidelines are not a precise roadmap to acceptable conduct. They are signposts.

1. The business of USA Table Tennis is to be conducted in observance of both the spirit and the letter of applicable federal and state laws.
2. USATT properties, services, opportunities, authority, and influence are not to be used for private benefit.

**Statement of Principles**  
**Ethical Behavior and Conflict of Interest**

3. All members of the USATT board of directors, committee members, candidates for office, executive staff and other staff members as directed by the CEO, will be required to complete a USATT Conflict of Interest Disclosure Statement. All such individuals will make full disclosure of the nature and extent of any actual or potential conflict of interest. In the consideration of an issue where possible conflicts exist, such individuals will avoid evaluation, or in any other way influencing, directly or indirectly, or voting on the matter involved, and will be physically absent during the evaluation and vote. This includes, but is not limited to the award of contracts, the purchase of goods and services, and the allocation of USATT resources.
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given nor received, except those of nominal value exchanged in the normal course of business. The trading of pins and mementos is acceptable conduct, and sports, media, entertainment, and other organizations routinely invite USATT personnel to attend sports and social events of more than nominal value. Such invitations may be accepted if they are part of open and generally accepted practices, serve to promote the best interests of USATT, and would not embarrass the individual or USATT if publicity disclosed, and do not compromise the objectivity and integrity of the recipient or donor. Gifts and favors of more than one hundred dollars value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told that the gift is being accepted in behalf of and will be delivered to USATT.
5. Expenses incurred in the furtherance of USATT business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.
6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with USATT and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.



## **ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING**

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*Please retain the Statement of Principles and return this acknowledgment along with the completed Conflict of Interest Disclosure Statement.*

I acknowledge receipt and understanding of the USA Table Tennis Statement of Principles on Ethical Behavior and Conflict of Interest, and I pledge my full support of the spirit and the letter of the requirements contained herein. I have completed the attached Conflict of Interest Disclosure Statement completely and to the best of my knowledge.

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(Printed Name)

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(Signature)

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(Date)



## **CONFLICT OF INTEREST DISCLOSURE STATEMENT**

*(Use additional sheets if necessary)*

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Disclosure of the information in this document is required of all members of the USATT board of directors, committee members, candidates for office, executive staff and other staff members as directed by the CEO. Compliance is in accordance with Article XVIII Code of Ethics and Article XIX Fiduciary Matters of the USA Table Tennis Bylaws. This information shall be submitted annually and updated as often as necessary to the CEO. Refusal to provide requested information by paid staff may result in such measures as suspension, reassignment of duties, disciplinary action or termination.

### **Personal Information:**

**Name** \_\_\_\_\_

**Title or Position** \_\_\_\_\_

**Office Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Office Telephone** \_\_\_\_\_

**Home Address** \_\_\_\_\_  
\_\_\_\_\_

**Home Telephone** \_\_\_\_\_

1. If you or any member of your immediate family is an officer, partner, owner or employee of any entity which does business with USA Table Tennis, please list the name and address of the entity(ies), the nature of your relationship with USATT, and describe the dealings. Please provide written disclosure of the source(s) and amount(s) of annual income from table tennis related activities. If none, please state "none".

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**Conflict of Interest Disclosure Statement**

- 2. If you or any member of your immediate family holds an ownership interest in a closely-held company, or at least a 5% ownership interest in any public company, which does business with USA Table Tennis, please list the name and address of the entity(ies), the nature of your relationship with it, and describe the dealings. If none, please state "none".

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- 3. If you have reason to believe that any of the entities with which you or immediate members of your family are affiliated may have business dealings with USA Table Tennis in the future, please list those entities and the nature of such dealings. If none, please state "none".

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- 4. If there is any relationship or matter not disclosed above which might be perceived to compromise your obligations to USA Table Tennis under its Statement of Principles or which may raise questions of a conflict between your duty and loyalty to USA Table Tennis and your economic self-interest, please indicate here what that relationship or matter is. If none, please state "none".

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