



**MOUND WESTOKA HOCKEY ASSOCIATION  
HOCKEY OPERATIONS COMMITTEE  
CODE OF CONDUCT POLICY**

The Mound Westonka Hockey Association, Inc. has adopted the following Code of Conduct that all Hockey Operations Committee members, agree to adhere to by signing below:

1.) Prohibition Against Private Inurement and Procedures for Managing Conflicts of Interest

No member of the Hockey Operations Committee shall derive any personal profit or gain, directly or indirectly, by reason of his or her service as a Committee member with the Mound Westonka Hockey Association, Inc. Members of the Committee shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the Committee. Nevertheless, conflicts may arise from time to time.

- a) When there is a decision to be made or an action to be approved that will result in a conflict between the best interests of Mound Westonka Hockey Association, Inc. and the Committee member's personal interests, the Committee member has a duty to immediately disclose the conflict of interest so that the rest of the Committee's decision making will be informed about the conflict.
- b) It is every Committee member's obligation, in accordance with this policy, to ensure that decisions made by the Committee reflect independent thinking. Consequently, in the event that any Committee member receives compensation from Mound Westonka Hockey Association, Inc. such compensation will be determined by and approved by the full Board in advance.
- c) Any conflicts of interest, including, but not limited to financial interests, on the part of any Committee Member, shall be disclosed to the Committee when the matter that reflects a conflict of interest becomes a matter of Committee action, and through an annual procedure for all Committee members to disclose conflicts of interest.
- d) Any Committee Member having a conflict of interest shall not vote or use his or her personal influence to address the matter, and he or she shall not be counted in determining the quorum for the meeting.
- e) All conflicts disclosed to the Committee will be made a matter of record in the minutes of the meeting in which the disclosure was made, which shall also note that the Committee member with a conflict abstained from the vote [and was not present for any discussion, as applicable] and was not included in the count for the quorum for that meeting.

- f) Any new Committee member will be advised of this policy during orientation and all Committee members will be reminded of the Committee Member Code of Conduct and of the procedures for disclosure of conflicts and for managing conflicts on a regular basis, at least once a year.
- g) This policy shall also apply to any Committee member's immediate family or any person acting on his or her behalf.

## 2. Prohibition Against Sexual Harassment

The Mound Westonka Hockey Association, Inc. strives to maintain an environment that is free from illegal discrimination and harassment. While all forms of harassment are prohibited, it is the organization's policy to emphasize that sexual harassment is specifically prohibited. Any committee member who engages in discriminatory or harassing conduct towards is subject to removal from the Committee. Complaints alleging misconduct on the part of Committee members will be investigated promptly and as confidentially as possible by a task force of the Board appointed by the Executive Committee.

## 3. Confidentiality

Committee members are reminded that confidential financial, personnel and other matters concerning the organization, donors, staff or members may be included in committee materials or discussed from time to time. Committee members should not disclose such confidential information to anyone.

## 4. Active Participation

Committee members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:

- Making attendance at all meetings of the committee a high priority.
- Being prepared to discuss the issues and business on the agenda, and having read all background material relevant to the topics at hand.
- Cooperating with and respecting the opinions of fellow Committee members, and leaving personal prejudices out of all board discussions, as well as supporting actions of the Committee even when the Committee member personally did not support the action taken.
- Putting the interests of the organization above personal interests.
- Representing the organization in a positive and supportive manner at all times and in all places.
- Showing respect and courteous conduct in all board and committee meetings.
- Observing established lines of communication.

I, \_\_\_\_\_, recognizing the important responsibility I am undertaking in serving as a member of the Hockey Operation Committee of Mound Westonka Hockey Association, Inc., hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Committee member and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal as a Committee Member, pursuant to the requirements and processes provided in the organization's governing documents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date