

NEWMARKET MINOR SOFTBALL ASSOCIATION



THE NMSA EXECUTIVE CODE OF ETHICS



All Executive members have the responsibility to fulfill his/her commitments with the highest of ethical standards. Immediately upon acceptance to any Executive position I will be asked to sign the following *Code of Ethics*

Conduct: As an NMSA Executive member I will conduct myself in an honourable fashion with the highest of integrity and respect during all NMSA activities both on and off the ball diamond.

Avoiding Conflict of Interest: Where I am entrusted with making decisions and choices for the NMSA it is essential that these decisions are (and are perceived to be) free of any inappropriate bias arising from personal relationships or the opportunity for personal gain.

Bribes: As an NMSA Executive member, I will not offer, give, solicit, or receive any form of bribe, kickback, or improper inducement in order to secure sponsorships, coaches, team membership, game outcome etc.

Purchasing Decisions: The selection of supplies/equipment and tendering of same shall be based on quality, price, service and benefit to NMSA. I will never exert, or attempt to exert, influence to obtain special treatment on behalf of a particular supplier. Even to appear to do so can undermine the integrity of NMSA. If I, my spouse, relative or close personal friend is an employee of, or has a substantial interest in, a business seeking to provide goods and services to NMSA, I cannot be involved in making decisions regarding that business.

Care Of Assets: I am entrusted with the care and use of NMSA assets with the expectation that they will be used for the benefit of, and as directed by, NMSA. Using NMSA assets, (whether physical or financial) for my personal gain is a violation of this trust. I will not use NMSA property or assets for my personal gain or benefit, or for the personal gain or benefit of anyone else.

I am responsible for the proper use and security of NMSA property entrusted to me, and shall ensure that all NMSA property assigned to me is maintained in good condition.

Paper records should be properly filed and stored in order to protect them from loss or damage and to reduce the possibility of inadvertent disclosure of confidential information, and to ensure ready access by others who may need to refer to them. All documents are to be up-to-date and accurate in order to properly maintain and facilitate the preparation of accurate records and financial statements.

Computers and disks used to record NMSA related information should be afforded an even higher level of security than paper records. Since the information stored in this way is not visible it is easy to forget that it is vulnerable. All maintenance and back-up procedures must be carefully followed.

Theft of NMSA assets is the most fundamental breach of ethics. NMSA will not tolerate theft under any circumstances and will prosecute if necessary.

Confidentiality: The handling of information is an area where NMSA relies on the integrity, discretion, and common sense of every Executive member. Executive members who have access to confidential information **MUST** take **EVERY** precaution to **KEEP** it confidential. The duty of confidentiality not only prohibits the disclosure of confidential information to others, but also prohibits the use of confidential information for unauthorized purposes. My obligation to protect NMSA's confidential information continues even after I am no longer an Executive member.

Intellectual Property: All intellectual property, databases, innovations, and related information conceived while I am a member of the NMSA Executive shall remain the property of NMSA when I am no longer an Executive member.

To report a breach of this code of ethics I will contact, in writing, one of the following:

- The President of NMSA
- If I am a convener, I may contact the Vice President House League
- Any member of the Board of Directors

The person receiving the report must make a record of its receipt, and to keep all the information in the strictest of confidence. No retaliatory action will be taken or be permitted to be taken against me if I make a good faith report of a violation.

If I violate the Constitution or the NMSA Executive Code of Ethics in any way, a hearing will be held as per article 8- Suspension and Appeal of the NMSA Constitution.

Signature_____

Print Name_____

Position_____

Date_____