

## EQUESTRIAN VAULTING USA

### CODE OF ETHICS POLICY

#### BOARD OF DIRECTORS, COMMITTEE MEMBERS, AND STAFF

As the guardians of the sport of equestrian vaulting in the United States, and because we operate in the public spotlight, we are expected to conduct our affairs in a manner consistent with the great trust that has been placed in us. This requires our behavior to conform to the highest ethical principles. For these reasons, Equestrian Vaulting USA (“EVUSA”) requires its volunteers, committee members, Board of Directors, and employees to conduct business with integrity, to maintain a standard of ethical conduct consistent with the regulations of all countries and jurisdictions in which EVUSA conducts business, and to be guided by the knowledge that we are guardians of the equestrian sport of vaulting and must maintain the values, spirit, and ideals of the sport. Furthermore, because the appearance of impropriety can be just as damaging as actual impropriety, conduct which appears to be improper is also unacceptable. (See definitions below.) Accordingly, volunteers, committee members, Board of Directors and employees are required to sign the EVUSA Code of Conduct and comply with the following EVUSA Code of Ethics when representing or participating in EVUSA activities, selection procedures, or events:

1. Conduct all dealings with honesty and fairness.
2. Respect the rights of all employees and volunteers to fair treatment and equal opportunity, free from discrimination or harassment of any type.
3. Know, understand and comply with the laws, regulations, and codes of conduct governing the conduct of EVUSA competitions and business- both domestic and foreign.
4. Ensure that all transactions are handled honestly and recorded accurately.
5. Protect information that belongs to the EVUSA, its donors, sponsors, suppliers, employees, and volunteers.
6. Avoid conflict of interest, both real and perceived.
7. Never use EVUSA assets or information for personal gain.
8. Recognize that even the appearance of misconduct or impropriety can be very damaging to the reputation of the EVUSA, and act accordingly.

EQUESTRIAN VAULTING USA  
CONFLICT OF INTEREST POLICY

BOARD OF DIRECTORS, COMMITTEE MEMBERS, AND STAFF

Conflict of Interest

This Conflict of Interest Policy provides a framework of integrity for interactions with or on behalf of the Equestrian Vaulting USA (“EVUSA”). However, given the unique characteristics of EVUSA, more in-depth questions may arise regarding conflicts of interest. For this reason the following guidance is provided:

- EVUSA defines a conflict of interest as any personal or financial (both direct and indirect) relationship including relationships of family members (see definition below) that could influence or be perceived to influence your objectivity when representing or conducting business for, or on behalf of, EVUSA or participating in an EVUSA selection process.
- EVUSA 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 individual with a significant familial or familial-like relationship. Both parent and child shall include step-parent and step-child.
- EVUSA defines a substantial appearance of a conflict of interest as whenever others may reasonably infer from the circumstances that a conflict exists. Because the appearance of impropriety can be just as damaging to EVUSA as actual impropriety, conduct that may reasonably appear to others to be improper must be disclosed so that the appropriate EVUSA board or committee entity may determine whether such the situation presents a substantial appearance of a conflict of interest such that a prohibited conflict of interest may be deemed to exist. For these reasons, an individual must recuse himself/herself from participating in EVUSA activity giving rise to the substantial appearance of a conflict of interest unless and until it is determined that no conflict exists.
- Each EVUSA Board member, volunteer, committee member, selector, and employee shall fulfill his/her obligation to disclose any conflict of signing this Policy and submitting Exhibits A and B. This must be done within 14 days of acceptance of the position or the individual cannot participate in any relevant meetings. Once an individual has signed this Policy, it is incumbent upon him/her to update the Exhibits as appropriate. This is a continuing obligation upon the individual

- This policy also covers duality of interests and the selection of athletes, horses, coaches, trainers, managers, administrators, veterinarians, officials and others for competitions.

If a dispute arises as to whether a particular situation is indeed a conflict of interest the **Grievance Committee** makes the determinations. The question is posed to the committee and a majority vote prevails. The individual at issue must excuse himself during the discussion and vote on the issue.

If personal or financial interests exist with any person or concern with whom EVUSA has a business or other relationship or you have a personal or financial relationship with a candidate (horse or human) for a team or individual chosen by a selection procedure or a substantial appearance of a conflict or interest exists (see definition above) and the other relationship or interest could influence or be perceived to influence the objectivity of your decisions, or if a committee determines that a conflict of interest exists, or if a duality of interest exists, you must:

1. Disclosure of Actual or Potential Conflict. The individual with the conflict of interest or potential conflict of interest shall immediately disclose the existence of a conflict or potential conflict when the issue for which the conflict exists is brought up at the meeting. This disclosure should include the nature of the conflict and why the individual believes it may be considered to be a conflict.
2. Provision of Information. The individual with the actual or potential conflict should provide to the board or committee any information relevant to the subject that he might have. In the case of a potential conflict, the board or committee will determine whether a substantial appearance of a conflict of interest exists; if so, the following procedures apply:
  - a. Leave Meeting. The individual with the conflict should then leave the meeting and not participate at all in the deliberations on the matter and any vote that might be taken. If, after the person has left the room, the deliberating body has questions that he could answer, he can be brought back into the meeting for the sole purpose of answering those questions. Once the questions have been resolved, he should vacate again until the deliberations have been completed and the vote has been taken.

- b. Deliberation and Vote. The remainder of the committee or board should conduct the deliberation on the matter at hand and, if appropriate, proceed to a vote.

At all times, the conflicted person does count for determination of a quorum.

Inappropriate hospitality or gift giving between individuals can also create a conflict of interest. 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. Favors or other assets or gifts may be accepted if they are part of open and generally accepted practices and serve to promote the best interest of EVUSA and would not embarrass the individual or EVUSA if publicly disclosed and do not compromise the objectivity and integrity of the recipient or donor.

#### Enforcement

Any person who violates or condones the violation of this Policy is subject to disciplinary measures, which may include termination of membership and expulsion from the board, working group, committee, or task force. Allegations of violations should be submitted to the **Grievance Committee** for an investigation and report. If the **Grievance Committee** deems it appropriate, the matter must be referred to the EVUSA Board for determination of what, if any, disciplinary action should be taken.

Any questions concerning this Policy should be address to the **EVUSA Executive Board**.

EXHIBIT A  
EQUESTRIAN VAULTING USA  
DISCLOSURE AND AFFIRMATION  
STATEMENT

**Disclosure**

I have read carefully and fully understand the attached Code of Ethics and Conflict of Interest Policies of Equestrian Vaulting USA (“EVUSA”).

I am aware that if, because of any relationships, positions, or circumstances concerning me, I may have or appear to have a potential conflict of interest, I am required to list such relationships, positions, or circumstances on the annexed Exhibit B as the case may be, and to return the appropriate completed Exhibit(s) with this Disclosure and Affirmation Statement.

I understand that if I have any question in my mind whether I may have a potential conflict of interest, I should disclose that interest to EVUSA on the annexed Exhibit B. Any questions concerning EVUSA’s Conflict of Interest Policy shall be referred to the **EVUSA Grievance Committee**.

**Affirmation**

I hereby affirm that I have received a copy of the EVUSA Code of Ethics and Conflict of Interest Policy (Policies), that I have read and understand the Policies, and that I agree to comply with the Policies. I further understand the duty to list all individuals, businesses and/or other entities that create or represent a potential conflict of interest on Exhibit B and, if applicable, C and to promptly update and amend Exhibit B.

I affirm that I have a continuing obligation to update Exhibit B.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

EXHIBIT B

CONFLICT OF INTEREST DISCLOSURE STATEMENT

This Disclosure Statement must be submitted and updated as often as necessary to EVUSA. Refusal to provide the requested information or providing incomplete or inaccurate information may result in removal from office or Board membership, committee membership or employment.

1. If you or any member of your immediate family is an officer, partner, director, trustee, owner, or employee of any person or any entity which does business with EVUSA; please list the name and address of the entity(ies) and the nature of your relationship with said person or entity(ies), and describe the dealings. If none, please state "none".

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

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

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4. Are you an employee or employer of another EVUSA member or do you have any other business dealings or financial dealings with another EVUSA member or any company or concern with which that member is involved?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you have answered yes to the above, please provide the details as follows:

If you or any member of your immediate family is an officer, partner, trustee, owner, or employee of a member of the EVUSA or the entity owned or in which said member has at least five (5%) percent ownership interest, please list the name and address of the member, the nature of your relationship with said member and describe the dealings. If none, please state "none".

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5. If there is any relationship or matter not disclosed above which might be perceived to compromise your obligations to EVUSA under its Conflict of Interest Policy or which may raise questions of a conflict between your duty and loyalty to EVUSA, our loyalty to any other entity and/or your economic self-interest, please indicate here what that relationship or matter is. If none, please state "none".

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Signature

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Print name

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Date