



TEAMFL POLICY AND PROCEDURE

Number: T-006-2023

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Revised:

Subject: Policy of Ethical Behavior

Approved: Nicola Liquori
Nicola Liquori, TEAMFL Chair

Distribution:

Board Members
TEAMFL Employees
TEAMFL Members
TEAMFL Website

Purpose

This policy and its corresponding procedure will serve to document and clarify ethical behavior for TEAMFL Board Members, TEAMFL Employees, TEAMFL Members, TEAMFL attendees and TEAMFL vendors/consultants.

Policy

TEAMFL Representatives dedicate themselves to leading by example in serving the needs of TEAMFL and its members. TEAMFL Representatives must act at all times in the best interests of TEAMFL and not for personal or third-party gain or financial enrichment.

TEAMFL Representatives affirm their endorsement of the Policy and acknowledge their commitment to uphold its principles and obligations by accepting and retaining their affiliation with TEAMFL.

Procedure

Code of Conduct - TEAMFL Representatives shall at all times abide by and conform to the following code of conduct. Each Representative will:

- Abide by all TEAMFL rules and regulations as well as federal, state, and local laws, and laws of any other applicable jurisdiction.
- Conduct affairs in a professional manner, with good faith, honesty, integrity, and due diligence.
- Keep matters confidential if they are designated as such in meeting discussions or in writing.

- Use good judgment in dealing with TEAMFL staff, suppliers, and the general public, or any others when attending a TEAMFL function or otherwise acting on behalf of TEAMFL.
- Use any Association information and resources appropriately.
- Return to TEAMFL any TEAMFL materials and property whether tangible or intangible, at the end of his/her relationship with TEAMFL.

Conflict of Interest – In anticipation of or when encountering potential personal or family conflicts of interest, TEAMFL Board Members shall identify the potential conflict and, as required at his or her own determination or if otherwise required by the Board, remove oneself from all discussion and voting on the matter. A TEAMFL Board Member must not:

- Place (or give the appearance of placing) one's own self-interest or any third-party interest above that of TEAMFL.
- Use TEAMFL staff or resources for personal or third-party gain.
- Engage in any outside business, professional or other activities that would adversely affect TEAMFL.
- Solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item even of nominal value from any person or entity as an inducement to provide special treatment to such donor with respect to matters pertaining to TEAMFL.

However, TEAMFL recognizes circumstances may arise where the interests of the organization the board member represents while sitting on the TEAMFL Board will take precedent over matters coming before TEAMFL. In these situations, this policy acknowledges the TEAMFL board member's interest on behalf of that organization may conflict with this policy. In that case, the member shall not be held to the standards set forth above as long as the board member recuses oneself from voting on the matter and discussing the matter with the TEAMFL Board or TEAMFL members, other than a person who is also a member of the organization which has given rise to the differing interests. The TEAMFL board member need not disclose particulars of the conflict, but only that it is contrary to the interests of the organization.

Whistleblower Policy - When a TEAMFL Member develops knowledge of, or a suspicion of, illegal or unethical conduct, or conflicts of interest in connection with the finances or other aspects of operations of the organization:

- The Member is encouraged to bring this information to the attention of the organization by informing the Executive Director/CEO or any member of the Executive Board, (Chair, Vice-Chair, Treasurer or Legal Counsel). If the alleged wrongdoing concerns the Executive Director/CEO, the person who has knowledge of the wrongdoing will notify the Executive Board. The Executive Director/CEO, or in the case of an allegation against the Executive Director, the Legal Counsel will investigate allegations promptly in a manner appropriate to the circumstances. The findings of illegal conduct will be reported to the Chair of TEAMFL on a timely basis, unless the matter concerns the Chair, in which case the report will be reported to any of the other members of the Executive Board. The confidentiality of the identity of any person providing information regarding actual or alleged illegal conduct will be maintained to the extent possible, without impeding the investigation and resolution of the matter. No TEAMFL Representative will punish

or retaliate against anyone who refuses to participate in the investigation of misconduct, anyone who cooperates with an investigating agency, or anyone who engages in good faith reporting of information under this policy.

The application of this Code of Conduct is wholly within the discretion of TEAMFL. By adopting this Code of Conduct, TEAMFL is not assuming a legal duty or responsibility for the acts of any individual board member who may be found to be in violation of this policy, including but not limited to whether it involves another member or other event participant, sponsor, host, host facility or any invitees, employees or other persons.

TEAMFL is not responsible for the actions of attendees and other persons at TEAMFL events.