



## CODE OF CONDUCT

### INTRODUCTION

This document entails the code of conduct pertaining to all members of the Pacific Dragon Boat Association herein referred to as the **PDBA**. It is all inclusive of Officers, Governing Board, Committee Members, Directors, Staff, Volunteers, and all membership regardless of position or title.

The purpose of this document is to provide uniform guidance across all PDBA entities and events, to promote and protect the reputation of the PDBA and the sport of Dragon Boat Racing. The attached articles are created in that intent and may be amended as necessary by the governing board or its appointed subcommittee.

The Code of Conduct is made in line with and inclusive of the PDBA bylaws and in no way violates any local, regional, or state jurisdictional laws. Any section that may be found in conflict does not void the document in its entirety. Any section in question should be brought before the PDBA Board of Directors in proper format for amendment or exception.

The PDBA welcomes and supports people of all backgrounds and identities. This includes, but is not limited to, members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability. All Code of Conduct guidelines are made with these considerations.

### ARTICLES

#### A. Integrity

- a. Must act in good faith with honesty and transparency.
- b. Must act in compliance with all local, state, & federal laws.
- c. Shall treat all directors, committee members, volunteers, et al. with respect and consideration.

#### B. Mission and Vision

- a. Shall promote & facilitate dragon boat programs, events, and races in the Pacific Region.
- b. Oversee & manage the annual budget, fundraising & expenses responsibly with transparency.
- c. Give direction & oversight for its members in the Pacific Region.

**C. Qualification**

Ensure all persons in positions of leadership including directors, committee members, volunteers, et al. possess the requisite skills and experience to carry out their duties, understand and fulfill their leadership obligations, and act for the benefit of PDBA and its public purpose.

**D. Safety**

Shall always conduct all activities in a manner that is consistent with established safe and reasonable practices to minimize risks and injuries on land and on the water.

**E. Harassment**

Shall have an environment free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic are not tolerated.

**F. Diversity**

Shall promote diversity and inclusiveness throughout all aspects of PDBA including the Board of Directors, Committees, Volunteers, and Membership.

**G. Conflicts of Interest**

Shall avoid relationships and activities that hurt, or appear to hurt, their ability to make objective and fair decisions. Any potential conflicts of interests must be disclosed to the Board of Directors.

**H. Investigation and Remedies**

The Board of Directors and any relevant sub-committees shall investigate good faith reports of alleged violations of the Code of Conduct and of any alleged conflicts of interest. If a violation of the Code of Conduct is deemed valid or an actual conflict of interest is determined to exist, then reasonable remedies shall be issued by the Board against involved parties.

**I. No Retaliation**

There shall be no retaliation against any party who has brought forth a good faith report regarding violations of the Code of Conduct or alleged conflicts of interest. There shall be no retaliation against any party who participates in an investigation of a possible violation of the Code or of a potential conflict of interest.

**J. Annual Affirmation Statement**

Every year, all board members, committee members, and volunteers in leadership positions must sign an affirmation statement stating the member has read, understands, and agrees to comply with the Code of Conduct and a Conflict of Interest statement.

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## Acceptance and Acknowledgement

The PDBA appreciates every person that serves the PDBA and their local association and team. We rely on these individuals to uphold and communicate this info to all members.

By submitting your signature below, you hereby acknowledge the receipt and review of the Code of Conduct and give your affirmation to uphold, retain and maintain.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

POSITION/TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

ORGANIZATION/TEAM/EVENT: \_\_\_\_\_