



***Special
Olympics***
Rhode Island

Special Olympics Rhode Island
Code of Conduct
for
Program Directors & Head Coaches

November, 2012

CODE OF CONDUCT

This Code of Conduct applies to all Program Directors, Head Coaches, and Class “A” Volunteers of Special Olympics Rhode Island (“SORI”) (referred to herein collectively as “SORI Representatives”).

All SORI Representatives are expected to act with fairness, honesty, integrity, competency, and high ethical standards, and in compliance with all of the laws and regulations of the United States, the State of Rhode Island, and wherever else the activities of SORI occur or impact.

SORI Representatives will foster, encourage and uphold the principles for which SORI was founded and the mission that SORI continues to follow, keeping in mind that future prestige and growth of the organization will depend on the public image they create, as well as the decisions they make. This includes, but is not limited to, adherence to the below set forth code of conduct, policies, procedures and risks.

SORI Representatives shall not promote or engage in any activity harmful to the best interests of the SORI.

VOLUNTEERING, ATTENDANCE & PARTICIPATION AT SORI EVENTS

SORI Representatives shall act in a way that provides for the health and safety of all in attendance at SORI events, including athletes, volunteers, and spectators. All problem situations or emergencies must be reported to the appropriate organizers or authorities.

SORI Representatives are expected to set an example for others to follow, including following all rules and guidelines, and upholding the spirit as well as the letter of the guidelines and rules. SORI Representatives should always demonstrate the utmost sportsmanship, and show respect for the athletes, the officials, and anyone else in attendance.

SORI representatives shall abstain from alcohol and tobacco during any and all SORI athletic events, and illegal substances during any and all SORI events.

SORI representatives shall abstain from inappropriate contact or relationships with athletes, volunteers, or others associated with SORI.

PROTECTION OF ASSETS AND INFORMATION

SORI representatives shall properly use, protect, and safeguard SORI property, both tangible and intangible, as well as the property of SORI's suppliers, business partners, sponsors, donors, volunteers, and athletes that is in SORI's possession.

This shall include, but is not limited to, physical assets of all kinds, such as facilities, equipment, supplies, inventory, communications and computer equipment, and SORI business records created or maintained in physical form. This shall also include, but is not limited to, intangible property, such as intellectual property assets (*e.g.* copyrights, trademarks, and logos), proprietary information, non-public financial information, information technology, sensitive personal data, and SORI business records created or maintained in electronic form.

In the course of performing duties, SORI Representatives may be privy to a variety of sensitive non-public information, including personal healthcare information of SORI athletes. All such information should be held in the strictest of confidence, consistent with SORI's interest in making sound business decisions and fulfilling its mission, and so as to respect and maintain the privacy interests of SORI's suppliers, business partners, sponsors, donors, volunteers, and athletes. SORI Representatives will collect, process, and transfer personal data only for lawful and legitimate business purposes. This information may not be used for personal gain of any kind.

EMPLOYMENT PRACTICES, HARASSMENT, AUTHORITY

SORI is committed to fair practices and to following applicable laws. Specifically, it is SORI policy to employ, train, and promote individuals based on merit, job-related qualifications and abilities. SORI is committed to providing equal opportunity regardless of race, color, religion, national origin, sex, age, sexual orientation, marital status, disability or status as a veteran of military service. Any kind of harassment by or against a SORI Representative, coach, volunteer, athlete, or spectator is absolutely prohibited.

SORI Representatives shall make no actual or implied commitments (including liabilities) regarding SORI formally or informally and shall not represent SORI without express authority from SORI pursuant to its policies and By-Laws as applicable.

REPORTING VIOLATIONS AND RAISING QUESTIONS

Each SORI Representative has a responsibility to promptly report improper conduct, including suspected or known violations of the *SORI Code of Conduct* or of any law or regulation by which SORI is bound. Reports can be made to the CEO or directly to the Board of Directors. Reports may be made anonymously. It is then the responsibility of the appropriate SORI officials to investigate any claim of suspected improper conduct and if necessary to implement remedial measures including disciplinary action if the claim is found to be validated.

There will be no reprisals or retaliation against any SORI Representative for reporting in good faith a suspected or known violation. SORI will strive to maintain the confidentiality of the source where possible, but cannot guarantee non-disclosure due to its potential legal obligations.

Questions with respect to the *SORI Code of Conduct* can be directed to the CEO and/or to the Board of Directors.

COMPLIANCE

Any and all Representatives of SORI hereby agree to abide by any and all provisions of Special Olympics International and Special Olympics Rhode Island guidelines and bylaws, including but not limited to:

- Submission and surrender of local/institutional/sport-specific team assets and accounts to SORI for management and stewardship of monies raised or collected on behalf of any team.
- Submission and surrender of prior financial and accounting records of any team upon the request of the CEO or Board of Directors.
- All representatives shall make themselves reasonably available to meet and confer in person with the CEO or any and all members of the Board of Directors upon request. At a minimum, the time elapsed between said request and a meeting shall not exceed seven business days. This may be waived by mutual agreement of the parties.

BREACHES

Breaches of the *SORI Code of Conduct* are subject to disciplinary action up to and including termination of a Representative's services, removal from the Program, or cessation of a Representative's relationship with SORI.

Said disciplinary action may be carried out at the sole discretion of the CEO, Chairman of the Board, or any Officer of the Board of Directors, with or without prior notice or consultation with the SORI representative. In some instances, a breach of the *SORI Code of Conduct* may also have legal implications, subjecting the violator and possibly SORI to civil and criminal penalties, fines, and other sanctions. Where appropriate, SORI will report violations to relevant law enforcement authorities.

PLEASE SIGN THE ATTACHED ACKNOWLEDGEMENT PAGE AND RETURN TO:

**Dennis DeJesus, CEO
Special Olympics RI
370 George Washington Hwy
Smithfield, RI 02917
Fax (401) 349-4936**

ACKNOWLEDGEMENT

I acknowledge that I have personally received a copy of the *SORI Code of Conduct*.

I understand that every SORI Representative (as defined above) is required to comply with all applicable laws and with the *SORI Code of Conduct*.

I know that it is my obligation to promptly report to SORI any violations of the *SORI Code of Conduct* that I suspect or know of today or which may come to my attention in the future, including any violation of law.

I agree to make full and complete disclosure of any actual or perceived conflict of interest I may have, as required by the *SORI Code of Conduct*.

Name: _____

Date: _____

Signature: _____

Team: _____