

Bermuda Amateur Swimming Association Code of Ethics

As a registered charity, the Bermuda Amateur Swimming Association (`BASA`) depends upon philanthropic gifts of time and money from the public, Bermuda Government and the Bermuda Olympic Association.

Maintenance of the public's trust in our organisation depends upon the highest standards of ethical and professional practice, including compliance with all relevant laws, regulations and rules of sport. The community – including private and corporate donors, government officials, and volunteers – views the operations of BASA as a public trust. As a public trust, BASA is subject to scrutiny by, and accountability to, its members and the broader community.

Consequently, there exists between BASA and its employees, members and volunteers a broad and unbending duty of loyalty and fidelity.

I. Personal and Professional Integrity

All staff, board members and volunteers of BASA must act with honesty, integrity and openness in all their dealings as representatives of BASA and must abide by this Code of Ethics. BASA promotes a working environment that values respect, fairness and integrity.

II. Mission

The Centre has a clearly stated mission approved by its board:

To inspire and enable the entire Bermuda community to have access to and achieve excellence in aquatics and in life.

All of its programmes support that mission and all who work for or on behalf of BASA must understand and be loyal to that mission.

III. Governance

BASA has an active board that is responsible for setting its mission and strategic direction and for providing oversight of its finances, operations, and policies. The board:

- Ensures that its members have the requisite skills and experience to carry out their duties and that all members understand and fulfil their governance duties, acting for the benefit of BASA and its mission;
- Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means;
- Is responsible for the hiring, firing, and regular review of the performance of BASA employees, and ensures that the compensation of such employees is reasonable and appropriate;
- Ensures that the BASA employees provide the Board with timely and comprehensive information so that the Board can effectively carry out its duties;
- Ensures that BASA conducts all transactions and dealings with integrity and honesty;
- Ensures that BASA promotes working relationships with Board members, employees, volunteers, and programme beneficiaries that are based on mutual respect, fairness and openness;
- Ensures that BASA is fair, legal and inclusive in its appointment, hiring and promotion policies and practices for all Board, staff and volunteer positions;
- Ensures that policies of BASA are in writing, clearly articulated and officially adopted;

- Ensures that the resources of BASA are responsibly and prudently managed; and,
- Ensures that BAS has the capacity and sufficient finances to carry out its programmes effectively.

IV. Legal Compliance

BASA is knowledgeable of and complies with all applicable Bermuda laws, regulations and FINA rules.

V. Responsible Stewardship

BASA manages its funds responsibly and prudently which involves the following considerations:

- BASA spends a majority of its annual budget on the design, development, and delivery of programmes and services that fulfil and comply with the mission;
- BASA allocates funds to administrative costs to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- BASA compensates staff reasonably and appropriately;
- BASA monitors the cost of fundraising, ensuring that expenditures are appropriate;
- BASA does not accumulate operating funds excessively;
- BASA monitors any endowment funds regularly and prudently draws from these funds in compliance with donor intent and to support the mission of BASA;
- BASA ensures that all spending practices and policies are fair, reasonable and appropriate to fulfil its mission; and,
- All financial reports are factually accurate and complete in all material respects.

VI. Openness and Disclosure

BASA provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information provided by BASA fully and honestly reflects its policies and practices. Information about BASA will be posted on its website or otherwise made available to the public. All solicitation materials prepared by it accurately represent its policies and practices. All financial, organisational, and programme reports prepared by it are complete and accurate in all material respects.

VII. Programme Evaluation

BASA regularly reviews programme effectiveness and has mechanisms to incorporate lessons learned into future programmes. BASA is committed to improving programme and organisational effectiveness and develops mechanisms to promote learning from its activities. BASA is responsive to changes in the requirements of its members and is responsive to the needs of its stakeholders.

VIII. Inclusiveness and Diversity

BASA has a policy of promoting inclusiveness and its staff, board and volunteers reflect diversity in order to enrich its programme effectiveness. BASA takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, and Board recruitment.

IX. Fundraising

BASA is truthful in all its solicitation materials. BASA respects the privacy concerns of all donors and expends funds consistent with donor intent. BASA discloses important and relevant information to potential donors.

In raising funds from the public, BASA respects the rights of donors, as follows:

- BASA informs all donors of its mission, the way the resources are used and the methods used to ensure that donations are used effectively and for their intended purposes;
- BASA provides public access to the identity of those serving on the board. Through individual board member agreements and governance policies, the board both acknowledges and has policies in place to ensure that each member and the board collectively exercises prudent judgment in its fiduciary responsibilities;
- BASA provides public access to its most recent financial reports; as filed with the charities commission.
- BASA assures donors that their gifts will be used for the purposes for which they were given;
- BASA requests/discloses how donors/supporters will receive appropriate acknowledgement and recognition;
- BASA assures donors that information about their donations is handled with respect and with confidentiality;
- BASA ensures that all relationships with donors will be respectful, collegial and courteous in nature; (BASA will disclose to donors whether those seeking donations on its behalf are Directors of BASA, volunteers, employees of BASA, or hired solicitors)
- BASA respects the rights of all donors to request that their names be deleted from mailing lists that BASA may share with other stakeholders provided that they are made aware that the register of members is itself a publicly available document; and,
- BASA donors are free to ask questions when making a donation and to receive prompt and truthful answers.