Code of Ethics and Conduct Policy

Palmetto Curling Club (hereby known as "PCC") is committed to achieving the highest standards of professionalism and ethical conduct in its operations and activities and to comply with all applicable laws. Employees, Volunteers, and Members should always act in the best interest of PCC and not permit outside interests to interfere with their interactions with the club. Employees, Volunteers, and Members should be respectful and considerate of other people and property. Harassment and exclusionary behavior are not acceptable. Policies are intended to increase awareness of potential conflicts and establish a procedure for reporting them.

Conflict of Interest

A conflict of interest is defined as an actual or perceived interest by a PCC member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. This obligation requires that any PCC director or member, in the performance of organization duties, seek only the furtherance of the organization mission. PCC prohibits all Employees, Volunteers, and Members from using their position with PCC's clients, customers, vendors, suppliers, contractors, or donors for private gain or to obtain benefits for themselves or members of their family. If you have a question about whether a situation is a potential conflict of interest, please contact a member of the PCC Executive Board. If Employees, Volunteers, or Members violate this policy, PCC will take prompt corrective action, including discipline, if appropriate.

Conduct regarding Harassment

Palmetto Curling Club is committed to a club free of all forms of harassment, including sexual harassment.

Unlawful sexual harassment includes: unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or membership;
- submission to or rejection of such conduct by an individual is used as a basis for employment or membership decisions affecting such individual; or,
- such conduct is severe or pervasive and has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or abusive environment.

Conduct which falls within the definition of unlawful sexual harassment may include, but is not limited to:

- Unwelcomed physical contact of a sexual nature such as patting, pinching, or unnecessary touching;
- Overt or implied threats against an individual to induce him or her to perform sexual favors or engage in unwelcomed sexual relationships;
- Verbal harassment or abuse of a sexual nature, including intimating by way of suggestion a desire for sexual relations or the making of jokes or remarks of a sexual nature to or in the presence of an individual who finds them offensive;
- Use of sexually suggestive terms or gestures to describe an individual's body, clothing or sexual activities; or,
- Displaying, printing, or transmitting offensive sexually suggestive pictures or materials in the club.

Conduct Regarding the Use of Club Resources

Volunteers and Members should always ask permission of the PCC Executive Board to use club resources. Club resources include, but are not limited to, club-leased or club-owned equipment (stones, brooms, storage containers, etc.), ice time, email/listserver, member rosters and contact information, or time at meetings. If a Volunteer or Member violates this policy with the destruction or abuse of club resources, PCC will take prompt corrective action, including discipline, if appropriate.

Reporting Procedure

If you become aware of any potential conflict of interest, ethical concern, harassment, or abuse of club resources, promptly contact a member of the PCC Executive Board or, if the conduct involves a member of the PCC Executive Board, the President of PCC Executive Board as soon as possible. When a matter requires action by the Board, the interested person shall call it to the attention of the Board and said persons shall not vote on the matter. In addition, the interested person shall not participate in the final decision or related deliberation. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the PCC Executive Board. The PCC Executive Board will investigate all concerns regarding conflict of interest, ethical concern, harassment, or abuse of club resources and will determine what action should be taken.

No Retaliation

Palmetto Curling Club prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a potential conflict of interest or violation of this policy or cooperating in related investigations.

Administration of this Policy

The PCC Executive Board is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about conflicts of interest that are not addressed in this policy, please contact a member of the PCC Executive Board. The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested persons did not participate in the final discussion or vote on the matter.

This policy is not intended to restrict communications or actions protected or required by South Carolina or federal law.

Internal Review and Policy Audits

This policy may be revised as necessary by the Executive Board at any time. The most current version and controlling document can be found on the Palmetto Curling Club's website.