

USA FENCING GIFT & ENTERTAINMENT POLICY

SECTION 1. PURPOSE

To provide guidelines for US Fencing Association (“USFA”) Board of Directors, Officers, Committee Members, Employees, Ad Hoc Committee Members, Hearing Panel Members, Volunteers, Athletes and Employees, and, by extension, their spouses and immediate family members, as applicable, (collectively, “Team Member(s)”) for handling situations involving gifts, entertainment, or other courtesies while serving as a representative of the USFA. Where reasonable, contractors shall be required to comply with this Policy if specified in their written contracts or as determined applicable by the Ethics Committee.

SECTION II. POLICY STATEMENT

In the course of a Team Member’s tenure or employment with USFA, Team Members may be offered a gift or invitation to a sporting event or other form of entertainment from an individual or company that does business with, or is interested in doing business with, USFA. Additionally, there may be situations where it is in USFA’s interest for a Team Member to offer gifts or event invitations to other Team Members or third parties. Team Members are not entitled to or guaranteed gifts or invitations as a result of affiliation with USFA.

To ensure this policy covers actual and potential situations where an individual or entity may be conducting business with USFA, this policy includes, but is not limited to, interactions with existing and potential, vendors, suppliers, new hires, independent contractors, volunteers, or agents of USFA, as well as individuals or organizations with whom a USFA Team Members may come into contact based on their association with USFA.

This policy should not be considered as an encouragement to make, solicit or receive any type of entertainment or gift for personal gain. Indeed, Team Members may not, under any circumstances, actively solicit any type of gift or form of entertainment for personal gain. Further, USFA will not under any circumstances permit or authorize the receipt of any business gifts or participation in entertainment that might be considered lavish, inappropriate, or illegal. Team Members with questions or concerns about giving or receiving a gift or entertainment should discuss that concern or question with the General Counsel. The General Counsel will refer to the Ethics Committee as appropriate.

SECTION III. NON-GIFTS

The following items/scenarios ***do not*** constitute a reportable gift or entertainment under this policy:

- a) Any item or event which is available to the general public and the Team Member pays fair market value for;
- b) Promotional items that are provided to all attendees at an event, or items of nominal value at less than \$25.00 retail value;
- c) A gift or invitation extended by a relative or provided by an individual on the basis of personal friendship. *Individuals subject to this policy must be mindful of gifts and invitations based on friendship as opposed to gifts and invitations provided based on one's role with USFA*;
- d) An item which may be publicly displayed or shared among USFA employees, such as flowers or cookies; or
- e) Food and/or beverage provided as meal or refreshment at a business meeting or reception attended by a Team Member as part of their official responsibilities, provided such food and/or beverage is reasonable for the event.

SECTION IV. RECEIVING BUSINESS COURTESIES

A. Current Business Partners

Team Members are not required to report and may accept gifts from individuals and companies that are International Federations, National Organizing Committees, National Governing Bodies, partners, sponsors, hard good suppliers, currently do business with, or make donations to, USFA ("Current Business Partners") as follows:

- 1. Current Business Partner branded products (e.g., logoed jackets, shoes, team apparel, etc.) with a value of up to \$1,000 wholesale per Team Member, per year, per Current Business Partner;
- 2. Other non branded products or gifts with a value of not more than \$100 wholesale per Team Member, per year, per Current Business Partner;
- 3. Invitations for a Team Member to attend sporting events with a Current Business Partner or its representatives, so long as it relates to a USFA Business purpose, including but not limited to incentivizing National Team Member attendance. Travel to and from such events may require advance approval by the USFA Ethics Committee);
- 4. On an infrequent basis, invitations for a spouse or family member to join a Team Member at a sporting event with a Current Business Partner or its representatives so long as it relates to a USFA Business purpose, including but not limited to incentivizing National Team Member attendance.(Travel to and from such events for the spouse or family member, may require advance approval by the USFA Ethics Committee);
- 5. Invitations to attend fundraising events with a Current Business Partner or its representatives at no cost to the Team Member;
- 6. Invitations to attend other social, educational or entertainment events intended to enhance the business relationship with the Current Business Partner, provided that the cost of the event does not exceed \$100 per Team Member, per event, and

- \$400 total per Current Business Partner, per year; and
7. Perishable or consumable gifts provided that the gift is reasonable and not unduly lavish.

B. Prospective Business Partners

Team Members are not required to report and may accept gifts from individuals and companies that are not current business partners of USFA, but that may or may not be seeking to engage in a business relationship with USFA (“Prospective Business Partners”), as follows:

1. Gifts with a value of not more than \$100 wholesale per Team Member, per year, per Prospective Business Partner;
2. Invitations for a Team Member to attend sporting events with a Prospective Business Partner or its representatives (and travel to and from such events, but only to the extent approved in advance by the Ethics Committee);
3. Invitations to attend fundraising events with a Prospective Business Partner or its representatives at no cost to the Team Member; and
4. Invitations to attend other social, educational or entertainment events intended to promote the possible business relationship, provided that the cost of the event does not exceed \$100 per Team Member, per event, and \$200 total per Team Member, per Prospective Business Partner, per year.

Team Members may accept gift certificates from Current or Prospective Business Partners within the limits set forth in this policy, but may never accept cash or other financial instruments (e.g., checks, stocks) in any amount from a Current or Prospective Business Partner.

SECTION V. DISCLOSURE AND APPROVAL

Any gifts or invitations extended to Team Members that exceed the limits and/or parameters noted above must be promptly disclosed to the Ethics Committee.

A gift is any item of value provided by individuals and/or organizations with present or prospective business relationships with USFA. If you are unsure whether a gift should be disclosed, consult the Ethics Committee at ethicscommittee@USFAencing.org.

Prior to accepting invitations that include travel and overnight accommodations, written approval must be received from the Ethics Committee.

The Ethics Committee shall have the right, in consultation with the affected Team Member, to require that any gift(s), including those which would be otherwise acceptable under the terms of this Policy, be surrendered and donated to USFA as a fixed asset or another agreed upon charity if the Ethics Committee believes that such gift(s) is not proper and/or creates an appearance of impropriety.

Where the gift or invitation is made to a member of the Ethics Committee, that member of the Ethics Committee must recuse themselves from review of the gift or invitation.

USFA expects its Team Members and affiliates to conduct themselves to the highest ethical standards in keeping with USFA’s values.

SECTION VI. EXTENDING BUSINESS COURTESIES

A. Current or Prospective Business Partners

There may be times when a USFA employee or Board member wishes to extend a gift (sponsored apparel, USFA merchandise, hard goods, etc.) or an invitation to attend a social event (e.g., National Team Event, National Championship, Olympic Event, etc.) to a Team Member or Current or Prospective Business Partner to further or develop a business relationship.

In such instances, gifts may not exceed \$100 value in kind, per person, per year, without the prior written approval of the Ethics Committee.

Topics of a business nature must be discussed at the event, and the Team Member that provided the gift must be present. Moreover, such business entertainment with respect to any particular individual must be infrequent, which, as a general rule, means not more than four times per calendar year. Any business entertainment in excess of this standard must be pre-approved in writing by the Ethics Committee. To the extent the USFA employee or Board member has knowledge of applicable restrictions by a recipient's organization on gifts and entertainment, the USFA employee or Board member must undertake best efforts for all business entertainment and gifts to comport with the restrictions imposed by the recipient's organization.

USFA employees or Board members may give gift certificates within the limits set forth in this policy but may never give cash or financial instruments (e.g., checks, stocks) in any amount.

B. Non-Partners, Friends, Family, and Others

There may be a time where USFA wishes to extend a gift to a non-partner, friend, family, or other individuals not covered above or within the limits of this policy. The following items may be gifted and do not need to be reported:

1. Any item or event which is available to the general public and the Team Member pays fair market value for;
2. Promotional items that are provided to all attendees at an event, or items of nominal value at less than \$25.00 retail value;
3. Food and/or beverage provided as meal or refreshment at a business meeting or reception attended by a Team Member as part of their official responsibilities, provided such food and/or beverage is reasonable for the event.

With prior written approval from the CEO and General Counsel, sponsor apparel, hardgoods, value-in-kind, and other items in excess of this policy may not exceed \$100 value in kind, per person, per year. These gifts must be reported to the Ethics Committee.

SECTION VII. MARKETING OR FUNDRAISING

USFA recognizes that the foregoing limits may limit the ability of individuals this policy applies to and their ability to perform their job functions. Specifically, it may limit their ability to market or fundraise. As a result, the limits outlined in this policy do not apply to these individuals if the invitation/event/etc. is part of normal and reasonable job duties and the event is not lavish or unreasonable. Costs of gifts and events must not exceed \$1,000 (value in kind if referring to

gifts) per person, per year. To the extent any gift or invitation would exceed that limitation, these individuals should ensure that such gifts or invitations are disclosed with sufficient advance notice to permit the receipt of prior written approval from the Ethics Committee. This policy does not apply to any marketing give-aways, prizes, or promotional items used for social media marketing or event participation.

A. Government Employees

The giving of gifts to federal, state and local government employees is governed by a complex set of rules that are typically agency specific. Generally, the giving of gifts to government employees is very limited or prohibited. Before offering a gift to a government employee, you must receive the approval of the Ethics Committee in advance and in writing.

B. Disclosure and Approval

Any potential gifts or invitations extended that exceed the limits and/or parameters noted above must be disclosed to, and approved in advance by the Ethics Committee before they may be offered.

SECTION VIII. POLICY VIOLATIONS

Any Team Member found to have intentionally violated this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

If a Team Member is unsure of any of the requirements set forth in this policy or has questions regarding a specific situation related to gifts and entertainment, they should consult with the General Counsel or the Ethics Committee.

SECTION IX. POLICY OWNER CONTACT INFORMATION

For questions or concerns regarding the Gift & Entertainment Policy, contact USFA General Counsel or the Ethics Committee at ethicscommittee@USFAencing.org.