

Saratoga Regional YMCA

Title: Business Code of Conduct  
Area: Human Resources  
Reference Number: HR-081908-0003  
Contact Person: Cassi Latour, HR Director  
Effective Date: August 19, 2008  
Replaces Policy: NA  
Purpose: Trustees, officers and employees shall exercise the utmost good faith in all transactions touching upon their duties to the Saratoga Regional YMCA and its property. In their dealings with and on behalf of the Saratoga Regional YMCA, they are held to a strict rule of honesty, caring, respect and responsibility between themselves and the YMCA. They shall not use their positions, or knowledge gained therefrom, so that a conflict might arise between the Saratoga Regional YMCA's interest and that of the individual.

Policy: All acts of trustees, directors, officers, and employees shall be for the sole benefit of the Saratoga Regional YMCA in any dealing which may affect it adversely. They should avoid, directly or indirectly, participating in any arrangement, agreement, investment, or other activity which could result in personal benefit at the expense of the Saratoga Regional YMCA's interest.

**Procedure**

No trustee, director, officer or employee shall accept any favor which might influence his or her official act or which might reflect upon his or her business conduct.

Officers and employees shall avoid outside employment or activity which involves obligations which may compete with or be in conflict with the interests of the Saratoga Regional YMCA.

A full disclosure of all facts of any transaction or relationship which is subject to any doubt shall be made to the Chief Executive Officer of the Saratoga Regional YMCA at any time a conflict arises.

The CEO will, at the meeting of the Board immediately following the receipt of facts concerning any transaction or relationship which shall constitute or indicate a conflict of interest, report the same to the President of the Board for such action as deemed appropriate by the Board or required by the not-for-profit Corporation laws of the State of New York.

A copy of this code of ethics shall be given to each new trustee upon his or her election to the Board.

Origination Date: August 19, 2008  
Revision Dates: NA