



Code of Conduct

Organizational Code of Conduct

The Washington Officials Association (WOA) and its employees, independent contractors (assigners and officials), and staff must at all times comply with all applicable laws and regulations. The WOA will not condone the activities of covered individuals who achieve results through violation of the law or unethical dealings. The WOA does not permit any activity that fails to stand the closest possible public scrutiny.

All conduct of WOA covered individuals should be well above the minimum standards required by law. Accordingly, covered individuals must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and the policies of the WOA.

Officials who may be uncertain about the application or interpretation of any laws or expectations of the WOA should refer the matter to their assigner, who, if necessary, should seek the advice of the WOA Executive Director or the Integrity and Compliance Officer. When necessary, WOA staff should seek appropriate legal advice.

General Conduct

The WOA expects its covered individuals to conduct themselves in a professional manner. Alcohol or drug impaired, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while representing the WOA.

Covered individuals must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, or posting inappropriate messages or materials on social media.

Conflicts of Interest

The WOA expects that staff, assigners, and officials will perform their duties conscientiously, honestly, and in accordance with the best interests of the WOA. Regardless of the circumstances, if covered individuals sense that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing, may involve them in a conflict of interest with the WOA or any school to which they may receive an officiating assignment, they should promptly communicate all the facts up the chain-of-command.

Relationships with Schools

Covered individuals should avoid any relationships with representatives of schools which could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the WOA.



Gifts, Entertainment, and Favors

Covered individuals must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, their decisions or work in favor of any person or organization with whom or with which the WOA has, or is likely to have, dealings.

Kickbacks

Regarding the WOA's activities, covered individuals may not receive payment or compensation of any kind, except as authorized.

Organization Funds and Other Assets

Covered individuals who have access to funds in any form must follow the prescribed procedures or generally accepted practices for recording, handling, and protecting money. If any covered individuals are aware of any evidence of fraud or dishonesty (including false, misleading or incomplete reporting of services that leads to compensation), it should be reported immediately through the chain-of-command or through the hotline.

WOA Records and Communications

Accurate and reliable records of many types are necessary to meet the WOA's legal and financial obligations and to manage the affairs of the WOA. The WOA's books and records must reflect in an accurate and timely manner all business transactions.

Dealing With Outside People and Organizations

When communicating publicly on matters involving the WOA, covered individuals must not presume to speak for the WOA unless they are certain that the views they express are those of the WOA, and it is the Association's desire that such views be publicly disseminated.

Privacy and Confidentiality

When dealing with financial and personal information about WOA covered individuals, or others with whom the WOA has dealings, the following principles should be observed:

- Collect, use and retain only the personal information necessary for the WOA's activities.
- Retain such information only as long as necessary or as required by law.
- The physical security of this information should be protected.
- Limit internal access to personal information to those having a legitimate reason for seeking such information.
- All personal information should only be used for the purposes that it was originally obtained.