



Pacific Association of the Andalusian & Lusitano Horse

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Policy

The PAALH Board of Directors and all other elected/appointed/volunteer positions dedicate themselves to leading by example in serving the needs of PAALH and its members and by representing the interests and ideals of PAALH in general. Therefore, in addition to complying in all respects with the PAALH Code of Ethics, Constitution, and Bylaws, members of the PAALH Board of Directors and holders of other positions (hereafter referred to collectively as “representatives”), including ex officio members, shall abide by and conform to the following code of conduct in their capacity as officials.

Procedures

- 1.0 Representatives shall be knowledgeable and have a working understanding of the PAALH Constitution, Bylaws, Code of Ethics, and procedural process policies of the conduct of their business.
- 2.0 Representatives shall conduct PAALH’s business affairs in good faith and with honesty, integrity, due diligence, and competence.
- 3.0 Except as the Board may otherwise require, as necessary for official duties, or as otherwise required by law, no representative shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the Association and each representative shall uphold the strict confidentiality of all closed



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meetings and other confidential deliberations and communications.

- 4.0 Representatives shall exercise good faith in their dealings with other representatives, suppliers, and the general public, and will respond to the needs of PAALH's members in a responsible, respectful, and professional manner.
- 5.0 No representative shall use any information provided by PAALH or acquired as a consequence of their service to PAALH in any manner other than in furtherance of their duties. Further, no representative shall improperly use PAALH's property or resources and will at all times keep PAALH's property secure and not allow any unauthorized person to have or use such property. Upon a representative's termination of service, said representative shall promptly return to PAALH all property entrusted to them for the purpose of fulfilling their job responsibilities. Such return of said property will not abrogate the former representative from his or her continuing obligations of confidentiality with respect to information acquired as a consequence of their tenure.
- 6.0 Upon a representative's termination of service, said representative shall promptly return to PAALH all property entrusted to them for the purpose of fulfilling their job responsibilities. Such return of said property will not abrogate the former representative from his or her continuing obligations of confidentiality with respect to information acquired as a consequence of their tenure.



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7.0 No representative shall persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship to or with PAALH to terminate, curtail, or not enter into its relationship to or with PAALH, or to in any way reduce the monetary or other benefits to PAALH of such relationship.

8.0 Representatives shall avoid conflicts of interest. For the purpose of this Code of Conduct, a "conflict of interest" is defined in the following manner: an existing or potential incompatibility, either actual or perceived, between the representative's private interests and his or her duties toward PAALH. Recognizing that even the appearance of impropriety can damage the reputation of PAALH, representatives shall disclose such conflicts, real or perceived, and remove themselves from deliberations and/or voting on said matter.

Specifically, representatives shall follow these guidelines:

- Avoid placing (and avoid the appearance of placing) one's own self-interest above that of PAALH; while the receipt of personal benefit may necessarily flow from certain PAALH activities, such benefit must be merely incidental to the primary benefit to PAALH and its purposes;
- Do not abuse their tenure by improperly using their tenure by using PAALH services, equipment, resources, or property for personal benefit or third parties interest;
- Do not engage in any activities that could foreseeably cause material harm to PAALH;



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- Do not engage in or facilitate any harassing behavior directed toward PAALH members, officers, directors, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors, or others in the context of activities relating to the association;
- Do not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other thing of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to PAALH; and,
- Provide goods or services to PAALH as a paid vendor to PAALH only after full disclosure to, and advance approval by, the PAALH Board, and pursuant to any related procedures adopted by the PAALH Board.



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Policy and Procedure Template

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PAALH has both the right and the duty to establish standards of ethical conduct for its members in order to further PAALH's mission, enhance the image of equestrian sports and to foster a positive environment for our members, trainers, exhibitors and horses. These standards define ethical practices, delineate unethical practices and encourage sportsmanship, fair play and professional conduct.

All members are bound by and agree to comply with this Code of Ethics, as well as with the rules and regulations of their prospective provincial/US equine associations and other partner associations where applicable. Members are expected to know, understand and comply with these regulations and codes of conduct. Members are encouraged to inform their agents, trainers, handlers, employees and assigns of PAALH's Code of Ethics and urge their compliance in the performance of their duties on behalf of the member. The USEF Rule Book in the United States and/or the EC Rule Book in Canada regarding conflicts of interest for judges and exhibitors shall govern PAALH.

PAALH membership is a privilege, not a right. Violation of the PAALH Code of Ethics may result in formal charges and sanctions including, but not limited to, restriction, suspension or revocation of PAALH membership and privileges.



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Procedures

- 1.0 Each member of PAALH shall abide by the PAALH Code of Ethics and all other rules, policies, and regulations of PAALH, including but not limited to PAALH's Constitution and Bylaws.
- 1.1 As the actions of PAALH member reflects upon the reputation and integrity of PAALH and the Andalusian/Lusitano horse in general, members shall at all times conduct themselves with honesty and integrity.
- 1.2 Members shall at all times provide for the health, welfare, and comfort of the horses in their care.
- 1.3 Members shall refrain from engaging in or facilitating any disparaging, contemptuous or harassing conduct directed toward members, officers, directors, exhibitors, advertisers, sponsors, suppliers, contractors and judges.
- 1.4 Members shall refrain from making any attempt to influence the decisions of horse show judges.
- 1.5 Members shall always display good sportsmanship in the show ring and refrain from any intentional actions that interfere with, impede or otherwise negatively impact the performance of other exhibitors.



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- 1.6 Members shall not use PAALH logos, graphics, photographs, or other copyrighted material without prior written authorization from the PAALH Board of Directors or as provided for in materials disseminated for public use by PAALH.
- 1.8 Members shall not breach a duly executed confidentiality agreement.
- 1.9 Members shall refrain from any effort to influence the actions of the PAALH Board of Directors regarding a pending ethics complaint.