

## Code of Conduct

The Central Roadracing Association (CRA) strives to create events at which racers, volunteers, crew and spectators can enjoy motorsports fully. We intend to administer a productive organization, build and broaden our motorcycle community, deserve the respect of our sponsors and business partners, and to present a positive image of motorcycling and racing in the Midwest.

This Code of Conduct outlines obligations of members, volunteers, officials and directors, and the disciplinary process. It is not meant to cover all specific circumstances. Rather, it serves to articulate the essence of behavior expected of all CRA members. We promote freedom of expression and open communication. But we expect all members to follow our code of conduct. It is expected that elected and appointed office holders will lead by example and perform their duties in a fair, unbiased and responsive manner. Any misuse of authority will be investigated by the CRA Board of Directors (BoD) and could result in appropriate disciplinary action.

The CRA Board of Directors may enforce this Code of Conduct via disciplinary action, and in any other manner commensurate with the violation. This applies to all official CRA events and forums including in person interactions; phone, text, and email interactions; social media posts, interactions, and messaging services; advertisements and signage; website; races; meetings; banquets; and other gatherings.

### **The CRA requires the following of its officers, officials, members, and volunteers:**

- **Compliance with the law.** The CRA expects ethical behavior when dealing with our finances, partnerships, relationships, and public image.
- **Respect.** The CRA does not allow discrimination, harassment, bullying, or victimization. This includes but is not limited to sabotage, unwanted advances of any nature, and derogatory comments about a person's ethnic heritage, gender, sexual orientation, religion, appearance, disability, or medical history.
- **Treat our property with care.** This includes material property, facilities, and intangible property including branding and information. Protect our assets and use them for their intended purpose.
- **Professionalism.** All officers, officials, and volunteers must exhibit honesty, integrity, and accountability while performing their duties. Those given jobs in the organization will actively participate, including attending, preparing, communicating along established lines, cooperating with others, and representing the organization in a positive manner.
- **Conflict of interest and corruption.** Officers, officials, and volunteers shall avoid personal, financial or other interests that might unduly bias the manner in which they perform their duties. When conflicts inherently exist, they will be disclosed, and individuals must excuse and recuse themselves from participation in decision making. We prohibit bribery, financial or otherwise, for the benefit of any external or internal party.
- **Duty of loyalty.** Officers, officials, and volunteers may not act in a manner inconsistent with the CRA's mission and central goals. They may not self-deal, putting their own financial or other interests ahead of the organization when performing their jobs. Once BOD decisions are made and votes taken, individual members may not obstruct the agreed upon direction of the organization.

- **Safety.** During a CRA event, if you see a situation that could put others at unreasonable risk, speak up, and take action. The CRA has a zero-tolerance policy regarding violence and threats of violence at our events and toward our members, volunteers, officers and officials. Tampering with someone else's bike without their permission will result in immediate removal from the facility.
- **Confidentiality.** Officers and officials will respect and keep confidential information they are exposed to while doing their jobs, be it financial, personal, or otherwise.
- **No retaliation.** The CRA values help from people who identify potential problems the organization needs to address. Those who raise concerns in a civil, productive manner will not suffer any adverse response.

### **Complaints and Disciplinary Action:**

Any member has the right to file a formal written complaint to the CRA Board of Directors (BoD) (BOD@CRA-MN.com) concerning the actions of a fellow member. Complaints will be handled in a confidential manner.

The BoD will evaluate the complaint and initiate an appropriate investigation. This will include an opportunity for all parties to explain their side.

The BoD will consider all findings from the investigation and determine a resolution of the case along with appropriate disciplinary action following a progressive discipline process, if applicable. Disciplinary action may vary depending on the offense.

It is given that all members accept the authority of the BoD to resolve issues and that the BoD will do so in a fair and balanced manner maintaining as paramount the best interests of the CRA and its members. Therefore, all decisions and sanctions emanating from the disciplinary process are deemed appropriate, immediately effective and unappealable.

### **Steps in a Progressive Discipline Process:**

1. Verbal warning
2. Formal written warning
3. Suspension or loss of privileges
4. Termination