

Code of Conduct

Our mission is to [_____]. In carrying out our work, we are guided by our core values: [_____]. This Code of Conduct is designed to help us live our values, in the community and in the workplace. It reflects our commitment to the highest standards of ethical and legal behavior. We expect our team to act in accordance with these standards:

We comply with law.

We comply with law, including the laws governing nonprofit organizations and workplace behavior. We understand that, as a charity, we operate exclusively for public benefit and not for private purposes, and we are subject to stringent rules relating to conflicts of interest and political activities.

We respect privacy and confidentiality.

We have access to sensitive and proprietary information about our clients, donors, grantees, partners, volunteers, employees, marketing plans, strategies, and technical matters. We do not disclose or use that information except as appropriate in our work, and we comply with applicable privacy laws.

We manage our resources prudently.

We protect our assets, both physical and intellectual, and use them only for charitable purposes in line with our mission of advancing community health and wellness. We don't use the [_____] name, reputation, or other property for our own or other's personal financial benefit, or let our personal interests cloud our decisions.

We work respectfully and collaboratively.

We maintain a productive and diverse work environment intended to foster teamwork, ongoing learning, and creativity. We appreciate the contributions of all. We work cooperatively and respectfully, acting with courtesy and tact in all our interactions with clients, grantees, partners, donors, volunteers, members of the public, and colleagues.

We carry out our organizational policies.

We comply with our organizational policies, including those relating to non-discrimination, workplace conduct, conflicts of interest, use of assets, financial reporting, and social media.

We speak up and hold ourselves accountable.

We pay attention to our conduct and honestly report internal activities that may be unethical or violate law or policy. We address concerns promptly and prohibit retaliation against those who raise issues and hold us accountable.

We look to our values in making decisions.

We recognize that not every situation we face in the workplace is covered by a law or policy. We expect ourselves to always be guided by the standards set out in this Code of Conduct, and by our values, in making decisions, taking actions, and interacting with others.

This Code of Conduct does not replace existing policies. For specific policies and more information on the topics covered in this Code, refer to the Employee Handbook, the Human Resources Policies, and/or Departmental Policies.

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Employee Certification

I have read and accept the Code of Conduct for work at [_____]. I understand that my violation of the Code of Conduct may lead to appropriate disciplinary action, up to and including termination.

Signature: _____

Print Name: _____ Date: _____