

2020 Rule of Conduct, Code of Ethics and Professional Practices

Rules of Conduct

The rules and regulations in this Employee Handbook, as well as others that may be posted and/or distributed from time to time, are to provide explanation of what is considered to be acceptable and unacceptable conduct as well as to encourage consistent action in the event of violations.

It is impossible to devise a set of rules that would meet every possible situation that could arise, so no listing can be complete. The rules listed below, therefore, are not all encompassing; they are intended to be examples of the type of misconduct that will not be tolerated.

If you violate certain rules or regulations you may be subject to disciplinary action including immediate termination without the preliminary issuance of oral and written reminders. If you commit such a violation even one time, you may be subject to immediate termination.

The following list is representative of such violations and is not inclusive:

- Any violation of the Drug and Alcohol Abuse Policy as described in this handbook.
- Insubordination (conducting oneself in a belligerent, uncooperative and/or confrontational manner) or refusal to perform services connected with the job or to follow any reasonable request(s).
- Coercing or intimidating others.
- Illegal, indecent, disorderly or immoral behavior on the BGCMC premises or at a BGCMC function. Illegal acts are understood to be those equivalent to being convicted of an offense more serious than a speeding ticket.
- Engaging in acts of willful discrimination or harassment toward others on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, veteran status or any other legally protected status.
- To perform malicious acts resulting in destruction of BGCMC or personal property, or injury to another.
- Fighting while on the job and/or on BGCMC premises
- Recording another employee's time falsely or permitting another staff to record your time falsely.
- Falsification of BGCMC records.
- Misuse or unauthorized removal from the premises of BGCMC, equipment, associate or BGCMC records or confidential information of any kind.
- Possession of firearms (without legal permit), weapons or explosives on BGCMC property.
- Other conduct that violates BGCMC policy or which is not in the best interests of BGCMC.

Separately Published Rules of Conduct

BGCMC may periodically publish or issue rules of conduct or policies that are independent of this handbook, whether separately acknowledged by employers by employees or generally issued. BGCMC will, in its sole discretion, resolve any conflict between this handbook, and any separately issued policy, rule, procedure or communication.

General Rules of Conduct

Failure to observe the following ruled may result in disciplinary action, up to and including immediate termination of employment:

- Intimidating, threatening, or fighting behavior, possession of firearms or dangerous weapons in violation of BGCMC's Workplace Violence Policy, or any other violation of BGCMC's Workplace Violence Policy;
- Violation of BGCMC's Equal Employment Opportunity Policy or Policy Preventing Harassment in the Workplace;
- Use of disruptive, abusive, or verbally offensive behavior;
- Engaging in, or being associated with, on or off-duty conduct that detrimentally reflects on BGCMC or its reputation, creates or contributes to a distraction from BGCMC's business Operations, or otherwise results in distraction, disharmony or strife;
- Theft, misuse, unauthorized possession or unauthorized removal of BGCMC, co-worker, or member property;
- Damaging, defacing, wasting or neglecting property belonging to BGCMC or others;
- Violation of BGCMC's Drug Free Workplace and Substance Abuse Policy;
- Negligent, reckless, or uncooperative conduct in the performance of assigned duties or a supervisor's directives;
- Insubordination, refusal to comply with a supervisor's instructions, failure to diligently perform assigned duties, failure to perform assigned work to established standards or failure to meet performance expectations;
- Use or possession of a cell phone or other electronic device in a manner that distracts, or may distract, others;
- Misrepresenting, falsifying or concealing BGCMC-related information, information regarding BGCMC or its members, information relating to the employee's or another individual's employment, or any matter under review or investigation;

- Failure to adhere to BGCMC's Attire and Personal Appearance Policy;
- Excessive absenteeism and/or tardiness or any absence or tardy without proper notice;
- Failure to attend a mandatory meeting;
- Engaging in conduct that creates, or may create, a conflict of interest or the appearance of a conflict of interest;
- Violation of BGCMC's policies regarding the use of BGCMC vehicles or failure to maintain an acceptable driving record;
- Violation of BGCMC's Confidentiality and Proprietary Information policy;
- Violation of BGCMC's Non-Fraternization Policy;
- Violation of BGCMC's Solicitation/Distribution Policy;
- Violation of BGCMC's Youth Interaction and Discipline Policy;
- Inappropriate use of BGCMC's telephones, computers and other electronic communications systems;
- Failure to report, or concealment of, any violation of BGCMC policies, standards of performance or rules of conduct;
- Falsification of, or tampering with, time-keeping records or clocking in or out for another employee;
- Engaging in any conduct that may be harmful to a child;
- Failure to conform to public laws, rules, and regulations; or
- Failure to follow any of BGCMC's policies and procedures, regardless of whether listed in this handbook.

This list is not exclusive or all-inclusive, and BGCMC reserves the right to take appropriate disciplinary action on a case-by-case basis. Further, nothing in this policy prohibits employees from engaging in any activity that is protected by the National Labor Relations Act.

Code of Ethics for Staff Members

BGCMC expects all staff members to conduct themselves in a manner that exemplifies the highest standards of ethics and propriety in any endeavor or activity that could impact or reflect upon the mission, purpose, integrity, reputation and professional and business relationship of BGCMC.

Recognizing that it is not possible to address all ways in which ethical issues may arise, the following principles are intended as a guide in making sound judgments and decisions on behalf of BGCMC and its mission, not as a comprehensive list of potential concerns.

Pledge of Personal and Professional Conduct

- **Integrity** – I will demonstrate the highest standards of individual conduct, personal accountability, integrity, trustworthiness, fair dealings, consideration of the rights of others and the highest principles of good business relationships.
- **Excellence**- I will strive to meet the highest standards of performance, quality, service, and achievement.
- **Honesty**- I will communicate directly, respectfully, honestly, and openly, and avoid misrepresentation.
- **Diversity**- I will support diversity - promoting a working environment that embraces the similarities and differences all people bring to BGCMC.
- **Respect**- I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.
- **Responsibility**- I will take responsibility for my actions and decisions and remain a careful steward of the funds and resources entrusted to me.
- **Compliance**- I will comply with BGCMC's Code of Ethics, Employee Handbook, policies, procedures and all laws and regulations affecting BGCMC.

Professional Practices

While the “Pledge” outlines general principles guiding ethical conduct, the following points illustrate important applications that are relevant to every day work. **The points below are not intended to be all-inclusive. Staff is expected to utilize good judgment in maintaining the highest standards of ethics.**

All BGCMC employees must ethically deal with employees, members, volunteers, visitors, donors, suppliers and the community. Ethical behavior goes beyond legal requirements. It means honesty, integrity and social responsibility. BGCMC's commitment to integrity means that all employees must strive to eliminate unethical conduct, conflicts of interest, or any appearance of a conflict of interest and must obey the law, respect each other, be honest and responsible, and use good judgment.

It is not possible to list guidelines that cover each ethical concern that employees may face. When in doubt, the test is whether the conduct in question is likely to benefit an employee's personal interest to BGCMC's detriment. Employees must not use their position with BGCMC for personal gain.

I. Conflicts of Interest:

- I will not place my personal interest in conflict with the mission, purpose, vision, or interests of BGCMC, and will avoid any conduct that may impair my judgment with respect to BGCMC.
- I will not exploit or personally benefit from any donor or funding relationship, volunteer relationship, vendor relationship or organizational committee relationship.
- I will not use my position with BGCMC to obtain special advantage or gain to myself, any person related to me or any other related party.
- I will not make any payment or provide anything of value to any public official in exchange for or because of any official act performed or to be performed (that is, provide, bribe or give unlawful gratuity to anyone).
- I will not ask for, accept from or give to any past, current or potential supplier, advisor, vendors, speakers, customers, competitors or donor any payment, service, gift or favor other than gifts of a value less than \$100 or that amount allowed by law, unless explicitly approved by the Board of Directors.
- I will reveal to the Chief Operating Officer and/or President any perceived, potential or actual conflicts of interest.

II. Assets, Financial Reporting, and Transactions:

- I will do my part to ensure that BGCMC complies with prescribed accounting policies and procedures at all times.
- I will do my part to ensure that organizational assets and transactions are handled with the strictest integrity, and that each transaction is executed in accordance with applicable procedures, authorization and documentation.
- I will not make false or misleading entries in any books, records, reports, invoices, timesheets or expense reports or aid others in doing so.
- I will not use, directly or indirectly, BGCMC's name or logo, BGCMC's funds, property, computer connectivity, equipment, assets, copyrighted material or other organizational resources for any unlawful, unethical or inappropriate purpose.

III. Fundraising:

- I will be truthful in communicating with others, including donors and other contributors and will seek to provide factually correct and accurate information.
- I will be accurate and truthful in fundraising activities.

- I will respect the informed choices of our donors by fairly and truthfully reporting our fundraising costs and overhead.
- I will be clear about how donated resources will be utilized.
- I will honor our promise by using donated resources in the manner in which they were intended or transparently informing donors of any important alterations in the planned use of the funds.

IV. Professional Conduct:

- I will not exceed my limits of authority.
- I will treat my fellow staff, volunteers, members, donors, vendors, the public we serve and other stakeholders with fairness, honesty, and respect. This includes refraining from discrimination or harassment based on a legally protected status as defined in this handbook.
- I will adhere to all BGCMC policies related to behavior, conduct and contact with the youth served by BGCMC.
- I will conduct myself in a professional manner at any BGCMC related function in which I might be considered a representative of BGCMC.
- I will always uphold the law while working at BGCMC. This includes, for example, obeying all state and local laws governing nonprofits. I understand that drug use, fraud, theft, embezzlement, price-fixing, bid-rigging or any other illicit activities are grounds for immediate termination and possible prosecution by public authorities.
- I will be alert for and report any conduct described above or any other conduct unbecoming to BGCMC by other staff members.

V. Confidential and Proprietary Information:

- I will abide by BGCMC's Record Retention Policy.
- I will not release business information that has not been made public to private individuals, organizations or government bodies unless demanded by legal process.
- I will not use confidential information obtained in the course of my employment or affiliation with BGCMC for the purpose of advancing any private interest or otherwise for personal gain.
- I will not unlawfully or improperly copy any material that has copyright or trademark protection.

VI. Political Activities:

- I will not use any organizational financial resources to improperly influence any political figure or candidate.
- I will not make - or create the appearance of making - any contributions to any candidate for public or political committee on behalf of BGCMC.
- I will not use – or create the appearance of using – any organizational financial resources or endorse or oppose a candidate for public office.
- I will clearly communicate that I am not acting on behalf of BGCMC, if identified as an official of BGCMC, while engaging in political activities in an individual capacity.
- I will engage in personal political activities on my own time and at my own expense.

Reporting and Investigation

Conditions of Employment:

- Upon receipt of the Code of Ethics, each staff member will agree in writing to comply with the Code of Ethics.
- Compliance with the Code is a condition of employment for each employee.

Questions and Reporting:

- If a staff member knows of a violation of the Code of Ethics, they will immediately report it to the Chief Operating Officer and/or the President and should not engage in any fact finding related to the violation.
- If a staff member is concerned that they may not be in compliance with the Code of Ethics, they will complete the appropriate Disclosure Statement and the Chief Operating Officer will provide a written response.
- Any supervisor receiving such a report must immediately advise BGCMC's Chief Operating Officer.
- There will be no retaliation or intimidation for reporting of actual or possible violations of the Code of Ethics. Such reporting may be anonymous. If not anonymous, the identity of the reporting staff member will be kept confidential unless it must be revealed in order to fully enforce this Code of Ethics or comply with legal obligations.
- BGCMC's Chief Operating Officer will promptly investigate all alleged Code of Ethics violations in a professional manner, report as necessary on the results of the investigation and will take whatever corrective action is required. Staff members are expected to cooperate in the investigation.
- If the violation involves the Chief Operating Officer and/or President, then the violation will be reported to the Board Chairman. The Board Chairman will

promptly investigate all alleged Code of Ethics violations in a professional manner and take whatever corrective action is required.

Gifts

Cash gifts from third parties are prohibited. Only management may authorize the giving, receiving or exchanging of such gifts. Employees must report the receipt of any such gift to Director of Program Services, Chief Operating Officer and/or President who will determine whether the gift may be accepted.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.