

# UNA-USA MEMBER AND VOLUNTEER POLICIES

## UNA-USA/UNF Code of Ethics

UNA-USA a program of the United Nations Foundation (UNF), is dedicated to building understanding of and support for the ideals and work of the United Nations among the American people.

This Code of Ethics is established by UNF to provide UNA-USA members with guidelines for their professional conduct, observe high standards of business and personal ethics during the meetings & related events and must practice honesty and integrity in fulfilling responsibilities and complying with all applicable laws and regulations. Adherence to these principles is required for maintaining membership.

### The Code

Members of staff, members & meeting/event attendees must be committed to observing and promoting the highest standards of ethical conduct during the conference & related events. As such, staff, members, attendees pledge to accept this code as a minimum guideline for ethical conduct and shall:

#### Accountability

1. Faithfully abide by the Articles of Incorporation, By-Laws, and policies of UNF.
2. Exercise reasonable care, good faith, and due diligence in interactions & membership affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information or facts that would have significance in decision-making.
5. Remain accountable for prudent fiscal management to the National Council, the UNF management, and nonprofit sector, and where applicable, to government and funding bodies.

#### Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in UNA-USA activities.
7. Strive to uphold those practices and assist other UNA-USA members & UNF staff in upholding the highest standards of conduct.

#### Personal Gain

8. Exercise the powers invested for the good of all members of the organization

### **Equal Opportunity**

rather than for his or her personal benefit, or that of UNA-USA or UNF.

9. Ensure that appropriate and effective services are provided without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the state or region represented.
10. Ensure that appropriate and effective services are provided without discrimination on the basis of the organization's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation, or disability, in accordance with all applicable legal and regulatory requirements.

### **Confidential Information**

11. Respect the confidentiality of sensitive information known due to service with UNA-USA or UNF.

### **Collaboration and Cooperation**

12. Respect the diversity of opinions as expressed or acted upon by the UNF board, committees and membership, officers and employees, and formally register dissent as appropriate.
13. Promote collaboration, cooperation, and partnership among staff members.

## **General Code of Conduct**

As a UNF staff member, UNA-USA members, attendees affiliated with UNA-USA/UNF, we expect you to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. Therefore, UNF has established basic standards of conduct by which all affiliated must abide. These standards are not intended to create any contractual rights but are designed to promote efficiency, productivity, and cooperation at all UNA-USA/UNF events.

It is not possible to list all the forms of behavior that are considered unacceptable. As such, the following list of prohibited conduct is not exclusive and does not purport to include every type of conduct that may result in disciplinary action. However, the list identifies types of conduct

that are strictly prohibited and any staff or volunteer who engages in any such conduct will be subject to discipline, up to and including immediate termination of the relationship with UNA-USA/UNF.

- Theft or inappropriate removal or possession of UNA-USA/UNF property or the property of others
- Falsification of any records (including, but not limited to, personnel data records, expense report records, and safety and production records), or any other dishonesty
- Insubordination
- Disrespectful or abusive conduct
- Vandalizing, sabotaging, damaging, or removing without authorization any UNA-USA/UNF equipment or the property of other affiliates
- Excessive, negligent, unnecessary or unauthorized use of company supplies, particularly for personal purposes
- Possession of any weapon or other dangerous or unauthorized materials
- Conviction of a felony which has a direct relationship to your position
- Failure to cooperate in a UN Foundation investigation
- Actions which constitute discrimination, harassment, bullying or similar abusive conduct, or sexual exploitation or other sexual misconduct.

### **Reporting Violations**

UNF affiliated staff, volunteers, meeting attendees, external partners or vendors can inform their UNF Point of Contact of incidents or violations at any time. They can also utilize UNF's private ethics email address, [concerns@unfoundation.org](mailto:concerns@unfoundation.org) which is reviewed by the Chief Operating Officer and the Vice President, People & Culture (HR).