

POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
CODE OF CONDUCT & ETHICS		Steve Bent, Executive Director
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
10/13/18	NA	Board, Staff, Volunteers

IAWP’s policy is to uphold the highest legal, ethical, and moral standards. Our members support IAWP because they trust us to be good stewards of their resources, and to uphold rigorous standards of conduct. Our reputation for integrity and excellence requires the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

IAWP will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional, businesslike manner; and to treat others with respect. In general, the use of good judgment based on high ethical principles will guide directors, officers, and employees with respect to lines of acceptable conduct. However, if a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter should be brought to the attention of any association officer. In all questions involving ethics and conduct, the board will make relevant determinations, except that any individual whose conduct is at issue will not participate in such decisions.

We, (staff and board members), dedicate ourselves to carrying out the mission of this organization. We will do the following:

1. Recognize that the chief function of IAWP at all times is to serve the best interests of our members.
2. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
3. Respect the structure and responsibilities of the board, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board.
4. Keep the membership informed about issues affecting it.
5. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
6. Exercise whatever discretionary authority we have under the law to carry out the mission of the organization.
7. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization’s mission.

IAWP POLICY: Code of Conduct

8. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
9. Avoid any interest or activity that is in conflict with the conduct of our official duties.
10. Respect and protect privileged information to which we have access in the course of our official duties.
11. Strive for personal and professional excellence and encourage the professional developments of others.

It is the intent of IAWP to strive for the highest ethical conduct from all board and staff. In an effort to achieve the highest standards of conduct, each officer, key staff member, and board member is requested to acknowledge (by signing) the following adopted Code of Ethics by _____ each year. This acknowledgement will be kept on file in the human resource department. All officers, key staff members, and members of the board of IAWP are required and expected to exercise the highest ethical standards of conduct and practice fundamental honesty at all times.

In support of IAWP's standards of high ethical conduct, each officer, key staff member, and board member WILL NOT:

1. Deceive, defraud, or mislead IAWP board members, officers, staff members, managers, supervisors, or other associates, or those with whom IAWP has business or other relationships
2. Misrepresent IAWP in any negotiations, dealings, contracts, or agreements
3. Divulge or release any information of a proprietary nature relating to IAWP's plans, mission, or operational databases without appropriate approval
4. Obtain a personal advantage or benefit due to relationships established by any officer, senior staff member, or board member by use of the organization's name
5. Accept individual gifts of any kind in excess of \$50.00, in connection with the officer's, key staff member's, or board member's relationship with IAWP. All such gifts are to be reported to the chief financial officer who shall divulge gifts received during the calendar year to the audit committee
6. Engage in unethical business practices of any type
7. Use IAWP property, financial resources, or services of IAWP personnel for personal benefit

Violate any applicable laws or ordinances Infractions of this Statement of Personal and Professional Standards of Conduct are to be reported directly to any member of the audit committee who shall, in his or her determination, bring the infraction to the full executive committee.

Signature _____ Date _____

Name (please print) _____