

STAFF MEMBER CODE OF ETHICS

As a member of our professional staff team, I will:

- listen carefully to my teammates.
- respect the opinion of my fellow staff members.
- respect and support decisions made by my supervisor(s).
- participate actively in staff meetings.
- bring to the attention of my supervisor(s) any issues that I believe will have an adverse effect on my nonprofit organization or those we serve.
- attempt to interpret the needs of those we serve to the nonprofit, and interpret the actions of the nonprofit to those we serve.
- refer complaints to the proper level on the chain of command.
- always work to learn how to do my job better.
- declare conflicts of interest between my personal life and my position on the board, and abstain from voting when appropriate.

As a member of our professional staff, I will not:

- use the nonprofit for my personal advantage or that of my friends or relatives.
- discuss the confidential issues with others within or outside the organization who are not entitled to know the issue.
- interfere with the duties of the administrator or undermine his or her authority with staff members.