

# Code Of Conduct Policy



## **VOLUNTEERS AND STAFF OF THE NBSTSA SHOULD ADHERE TO THE FOLLOWING CODE OF CONDUCT:**

- Demonstrate conduct to promote the Mission and Vision of the NBSTSA.
- Adhere to the Bylaws and Policies and Procedures of the NBSTSA at all times when conducting business in any capacity.
- Maintain confidentiality of NBSTSA business and matters under review or investigation at all times. Refrain from discussing the specifics of any case with anyone other than the following individuals: fellow Board and/or Committee members, legal counsel or their designee, and NBSTSA staff.
- Exhibit honesty, loyalty, candor, and professional competence in relationships with NBSTSA volunteers, constituents and staff.
- Assist NBSTSA Officers, Directors, and staff in creating and maintaining an effectively functioning organization, always respecting the responsibility and authority of those to whom implementation of organization policies and goals has been entrusted.
- Give prudent consideration to issues affecting the NBSTSA, taking into account established organizational policies, the need for confidentiality regarding proprietary and sensitive information, and the legal, financial and administrative effect of proposed actions.
- Inform the NBSTSA Board of Directors on matters which the organization may be unaware, including but not limited to business opportunities, policy alternatives, organizational needs, or any actions which may be contrary to organizational policy, unethical, unlawful, or may be potentially damaging to the NBSTSA.
- Respect concerns of NBSTSA constituents and assure that all concerns are forwarded to appropriate NBSTSA staff.
- Refrain from any behavior that would be considered by the NBSTSA to be discriminatory, harassing, or unprofessional to include verbal or written communications with volunteers, constituents, and staff of the NBSTSA,
- Make every effort to achieve complete, accurate, and timely communications—respond promptly and courteously to all proper requests for information and adhere to timelines.

**NBSTSA.ORG** or **800 707 0057**

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