

## COMMUNITY DEVELOPMENT CENTER, INC.

### CODE OF ETHICS POLICY

The Community Development Center is committed to maintaining the highest standards of conduct and ethical behavior and promotes a working environment that values respect, fairness and integrity. All staff, board members and volunteers must act with honesty, integrity and openness in all their dealings as representatives for the organization and carrying out the Community Development Center's activities.

- Behave honestly and with integrity
- Act with care and diligence
- Treat everyone with respect and courtesy and without harassment
- Comply with all federal, state and local laws and regulations applicable to the Community Development Center.
- Comply with the Community Development Center's policies
- Comply with all lawful and reasonable direction given by someone in the Community Development Center who has authority to give the direction.
- Never provide false, misleading or incomplete information in response to a request for information that is made for official purposes
- Use Community Development Center's resources in a proper manner
- Never make improper use of inside information of the employee's duties, status, power or authority
- Behave in a manner that upholds the Community Development Center's values and good reputation
- Report all known suspected violations of the Code of Ethics or other acts described in the Community Development Center's policy on suspected misconduct

In the fulfillment of these requirements, every officer, director, employee and volunteer of the Community Development Center should be able to unequivocally answer "yes" in response to each of the following questions with respect to all of their activities carried out as a representative of the Community Development Center:

- Is my action legal and in compliance with all applicable laws and regulations
- Is my action ethical
- Does my action comply with all organization policies
- Am I sure that my action does not in any way appear to be inappropriate to anyone who may observe my behavior
- Am I certain that I would not be embarrassed or compromised if my action became know with the Community Development Center or publicly
- Am I sure that my action meets my personal code of ethics and behavior

This Code is a statement of the fundamental principles and key policies and procedures that govern the staff, board of directors and volunteers of the Community Development Center in the conduct of the organization's business. It is not intended to and does not constitute an employment contract or assurance of continued employment, and does not create any rights in any employee, client, supplier, competitor, or any other person or entity.