



Board Member - Code of Ethics

The purpose of this document is to help ensure that all Board Members of The Boys and Girls Club of Oak Ridge adhere to and promote proper ethical standards, abide by the law, and preserve the organizations' integrity, reputation, and business relationships.

Recognizing it is not possible to address all ways in which ethical issues may arise, the following principles are intended as a guide in making sound judgements and decisions on behalf of the BGCOR and its mission.

Pledge of Personal and Professional Conduct

- **Integrity** – I will demonstrate the highest standards of individual conduct, personal accountability, trustworthiness, fair dealings, considerations of the rights of others, and the highest principles of good business relationships.
- **Excellence** – I will strive to meet the highest standards of performance, quality, service, and achievement.
- **Honesty** – I will communicate directly, respectfully, honestly and openly, and avoid misrepresentation, including misrepresentation through omission.
- **Diversity** – I will support and value diversity – promoting an environment that embraces the similarities and differences all people bring to the organization.
- **Respect** – I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.
- **Responsibility** – I will take responsibility for my actions and decisions and remain a careful steward of BGCOR funds and resources.
- **Compliance** – I will comply with BGCOR “Code of Ethics” and all laws and regulations affecting BGCOR.

Conflicts of Interest:

- I will not place my personal interests in conflict with the interest of BGCOR and will avoid any conduct that may impair my judgement with respect to BGCOR.
- I will not, directly or indirectly, benefit improperly from my position or from any sale, purchase, or other activity of the organization.
- I will avoid situations involving impropriety or conflict, or the appearance of impropriety or conflict between duty to the organization and personal interest.
- I will not accept from or give to any current or potential supplier, customer, competitor, or donor any payment, service, gratuity, gift, or favor.
- I will not ask for or receive cash, kickbacks, bribes, gifts, or favors.
- I will avoid any outside business relationships with donors, other businesses or competitors if that relationship creates a conflict of interest by influencing decisions made by me in the performance of my regular duties for BGCOR.

Confidential Information:

- I will not release business information that has not been made public to private individuals, organizations, or government bodies unless demanded by legal process.
- I will not use confidential information obtained in the course of my affiliation with BGCOR for the purpose of advancing any private interests or otherwise for personal gain.
- I will keep confidential information shared on sensitive issues, such as compensation and performance data.

I acknowledge that I have received and read my personal copy of the BGCOR “Code of Ethics”. I understand that I am responsible for adhering to the principles of the “Code of Ethics”, and I confirm that I will conduct myself in accordance with the principals listed within.

Name (printed)

Signature

Date