



## NATIONAL LATINA BUSINESS WOMEN'S ASSOCIATION- LOS ANGELES (NLBWA-LA)

### *Code of Ethics for Board Members*

The purpose of the “Code of Ethics” is to help ensure that all Board Members of NLBWA-LA adhere to and promote proper ethical standards, abide by the law, and preserve the organization’s integrity, reputation, professional 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 judgments and decisions on behalf of NLBWA-LA and its mission.

#### Pledge of Personal and Professional Conduct

##### ❖ **Integrity and Honesty**

- I will demonstrate the highest standards of individual conduct, personal accountability, trustworthiness, fair dealings, and the highest principles of good business relationships.
- I will communicate directly, respectfully, honestly, and avoid misrepresentation, including misrepresentation through omission.
- I will forge and maintain relationships based on integrity and honesty.
- I will act to ensure that the organization’s assets and transactions are handled with the strictest integrity, and that each transaction is executed in accordance with applicable procedures, authorization, and documentation.
- I will not use, directly or indirectly, the organizational name or logo, organizational funds, property, computer connectivity, equipment, assets, copyrighted material or other organizational resources for any unethical, unlawful, or inappropriate purpose.

##### ❖ **Respect and Professionalism**

- I will strive to meet the highest standards of professionalism and conduct myself in a dignified and professional manner such that my behavior will reflect the core values and high standards of the organization.
- I will respect, act fairly, and be courteous toward my fellow Board members and other members of the organization.
- I shall refrain from using abusive language toward other Board members or other members while acting on behalf of the organization.
- I will not engage in or tolerate any form of discrimination or harassment of other Board members or members of the organization.
- I will listen respectfully to input from other Board members and will encourage the full and open discussion of all issues to ensure that others have a genuine opportunity to be heard.

#### ❖ **Diversity**

- I will support and value diversity and shall promote an environment that embraces the similarities and differences all people bring to the organization.
- I will embrace differences within the organization as a strength and asset, providing time and space to discuss differences in order to come to an agreement that is in the best interest of the organization.

#### ❖ **Conflicts of Interest**

- I will not place my personal interests in conflict with the interests of the organization and will avoid any conduct that may impair my judgment with respect to the organization.
- I will not take advantage of my role as a Board member to financially enrich myself or my family.
- 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 vendor, customer, 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 or other businesses if that relationship creates a conflict of interest by influencing decisions made by me in the performance of my regular duties for the organization.
- I will disclose any perceived, potential, or actual conflicts of interest to the Board.

#### ❖ **Responsibility and Compliance**

- I will commit to faithfully carry out my duties and responsibilities as a Board member and advance the mission of the organization including compliance with the “Board Member Expectations Memorandum”.

- I will take responsibility for my actions and decisions and act as a careful steward of the organization’s funds and resources.
- I will work cooperatively with others as a cohesive and integrated member of the organization working towards a common purpose and promoting a shared set of principles.
- I will fairly and candidly state my opinions on matters and agree to carry out final decisions of the Board even if I disagree with the decisions.

❖ **Confidentiality**

- I will be loyal, maintain confidences and protect the organization and its reputation.
- I will not release business information that has not been made public to private individuals, organization, or government bodies unless demanded by legal process.
- I will not use confidential information obtained in the course of my affiliation with NLBWA-LA for the purpose of advancing any private interest or otherwise for personal gain.
- I will keep confidential all information shared on sensitive issues, such as legal compliance, financial and fundraising data.

❖ **Political Contributions**

- I will refrain from making or creating the appearance of making any contributions to any candidate for public office or political committee on behalf of the organization.
- I will refrain from using any organizational financial resources, facilities or personnel to endorse or oppose a candidate for office.
- I will clearly communicate that I am not acting on behalf of the organization, if identified as a member of NLBWA-LA, while engaging in political activities in an individual capacity.
- I will engage in personal political activities on my own time and at my own expense.

I, \_\_\_\_\_, acknowledge that I have reviewed the NLBWA-LA Code of Ethics for Board Members, and accept all the terms and conditions as set forth above. I also understand that if I am found to have violated the aforementioned Code of Ethics, I may be subject to removal from the Board.

Date:

NLBWA-LA Board Member