



Be Peace. Choose Peace. Create Peace.

ETHICS POLICY

Approved by the Board of Directors on 07172016

Revised by the Board of Directors on 11132019

Policy Purpose

To establish the exemplary behaviors that individuals with interest in Peace Through Action USA (the “Corporation”) shall apply when working for, contracted to, volunteering for, or representing the Corporation.

Definitions

1. Ethics—Standards that distinguish between acceptable and unacceptable behavior.
2. Interested Person—Any director, officer, employee, contractor, or volunteer of the Corporation.

Policy

1. Peace Through Action USA (the “Corporation”) aspires to achieve and maintain an organization culture and practice in which interested persons apply acceptable behavior uniformly and consistently across disparate situations.
2. The Corporation expects interested persons to apply the following ethical behaviors when working for, contracted to, volunteering for, or representing the Corporation.
 - a. Care – Pay serious attention to doing right when making a decision for or affecting the Corporation.
 - b. Compliance – Comply with all local, state, and national laws and with policies of the Corporation, and report allegations of Corporation or individuals associated with the Corporation violations of laws and policies to the Corporation or to a public authority if warranted.
 - c. Comportment – Attire oneself appropriately for the attendance setting or occasion, maintain good hygiene, and refrain from writing, speaking, or wearing profane or coarse language.
 - d. Courtesy – Show politeness in one’s interactions with interested persons, beneficiaries of the Corporation’s programs and services, and others with interest in the Corporation.
 - e. Discipline – Maintain focus on one’s duties, activities, and professional interactions, and refrain from personal conversations, phone calls, text messaging, email communication, social media usage and internet browsing.
 - f. Honesty – Be truthful and transparent with interested persons, beneficiaries of the Corporation’s programs and services, and others with interest in the Corporation, and in the recording and reporting of information.
 - g. Loyalty – Give undivided allegiance to the Corporation when making decisions affecting the organization.
 - h. Objectivity – Make decisions based on facts, qualification, and merit.
 - i. Obedience – Maintain fidelity to the Corporation’s mission, vision, and values, one’s assigned duties and instructions given by superiors, expected attendance schedules, and schedules for completing activities and reporting information.

- j. Peacefulness – Apply peaceful practices espoused by the Corporation to one’s interactions with interested persons, beneficiaries of the Corporation’s programs and services, and others with interest in the Corporation.
 - k. Protection – Protect the privacy and confidentiality of information about the Corporation, interested persons, beneficiaries of the Corporation’s programs and services, and others with interest in the Corporation, and protect the assets of the Corporation, including its moneys, real and personal property, and information systems.
 - l. Respect – Honor the equal value of interested persons, beneficiaries of the Corporation’s programs and services, and others with interest in the Corporation.
 - m. Responsibility – Self-regulate one’s behavior, maintain positive behavior, voluntarily admit when a behavior has fallen below standard, and commit to behavior improvement when necessary.
 - n. Safety – Refrain from placing oneself or others at risk of life, health, or safety, from engaging in aggressive, discriminatory, harassing, retaliatory, and violent behaviors, and from manufacturing, possessing, consuming, using, or distributing alcoholic beverages, tobacco or nicotine products, controlled substances, weapons, or pornography.
3. The Corporation reserves the right to exercise the full range of available options for investigating and responding to an interested person’s alleged or actual non-compliance with the ethics policy, including termination, suspension, and conditional or probationary employment or volunteering.
4. The Corporation instructs interested persons of the Corporation’s ethics policy by an orientation to the policy, notices in the organization’s print and online materials, and the distribution of policy and procedures.