



## ***Code of Ethics for Staff***

The Boys & Girls Club of Woburn expects all staff members to conduct themselves in a manner that exemplifies the highest standards of ethics and propriety in any endeavor or activity that could impact or reflect upon the mission, purpose, integrity, reputation, and professional and business relationships of the Boys & Girls Club of Woburn.

Recognizing that 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 the Boys & Girls Club of Woburn and its mission, not as a comprehensive list of potential concerns. This code was approved by the Board of Directors on March 12, 2008.

### **Pledge of Personal and Professional Conduct**

- **Integrity** -- I will demonstrate the highest standards of individual conduct, personal accountability, integrity, 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 Boys & Girls Club of Woburn funds and resources.
- **Compliance** -- I will comply with the Boys & Girls Club of Woburn Code of Ethics, Employee Handbook and will not knowingly disobey any laws and regulations affecting the Boys & Girls Club of Woburn.

### **Professional Practices**

While the "Pledge" outlines general principles guiding ethical conduct, the following points illustrate important applications that are relevant to every day work. The points below are not intended to be all-inclusive. Staff are expected to utilize good judgment in maintaining the highest standards of ethics.

### **Mission:**

The mission of the Boys & Girls Club of Woburn is to inspire and enable all young people, especially those who need us most, to become productive, responsible and caring citizens.

- I will work to ensure that all of the Club's programs support that mission and all who work for or on behalf of the organization understand and are loyal to that mission and purpose.
- I will work to ensure that the Club's mission is both responsive to our youth constituency and communities served by the organization and is of value to our society at large.

### **Conflicts of Interest:**

- I will not place my personal interests in conflict with the interest of the Boys & Girls Club of Woburn and will avoid any conduct that may impair my judgment with respect to the Boys & Girls Club of Woburn.
- 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 in excess of \$100.
- 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 the Boys & Girls Club of Woburn.

### **Assets, Financial Reporting and Transactions:**

- As my job requires, I will do my part in ensuring that the Boys & Girls Club of Woburn complies with prescribed accounting policies and procedures at all times.
- I will do my part in ensuring that organizational 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 or unlawful purpose.

### **Fundraising:**

- I will enthusiastically promote genuine voluntary giving and prevent or inhibit any solicitations made under duress or coercion.
- I will be accurate and truthful in our fundraising requests and information.
- I will respect the informed choices of our donors by fairly and truthfully reporting our fundraising costs and overhead.
- I will be clear about how donated resources will be utilized.
- I will do my part to ensure that donated resources are used in the manner in which they were intended or transparently informing donors of any important alterations in the planned use of the funds.

### **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 the Boys & Girls Club of Woburn 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 compensation and performance data.

#### **Professional Conduct:**

- I will not exceed my limits of authority.
- I will treat fellow staff, volunteers, donors, vendors, the public we serve, and other stakeholders with fairness, honesty and respect. This includes refraining from gender, racial, sexual orientation or other bias, or sexual or other harassment.
- I will adhere to all Boys & Girls Club of Woburn policies related to behavior, conduct and contact with the youth served by the Boys & Girls Club of Woburn.
- I will conduct myself in a professional manner at any Boys & Girls Club of Woburn related function in which I might be considered a representative of the Boys & Girls Club of Woburn.
- I will always uphold the law while working at the Boys & Girls Club of Woburn. This includes, for example, not knowingly disobeying all state and local laws governing nonprofits. I understand that drug use, fraud, theft, embezzlement, price-fixing, bid-rigging, or any other illicit activities are grounds for immediate termination and possible prosecution by public authorities.
- I will be alert for and report any conduct described above or any other conduct unbecoming to the Boys & Girls Club of Woburn by other staff members.

#### **Confidential and Proprietary Information:**

- I will abide by the organization's Records Retention policy.
- 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 employment or affiliation with BGC for the purpose of advancing any private interest or otherwise for personal gain.
- I will not unlawfully or improperly copy any material that has copyright or trademark protection.

#### **Political Activities:**

- I will not use any organizational financial resources to improperly influence any political figure or candidate.
- I will not make - or create the appearance of making - any contributions to any candidate for public office or political committee on behalf of the Boys & Girls Club of Woburn.
- I will not use - or create the appearance of using - any organizational financial resources to endorse or oppose a candidate for public office.
- I will clearly communicate that I am not acting on behalf of the organization, if identified as an employee of the Boys & Girls Club of Woburn, 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.

#### **Reporting and Investigation**

### **Conditions of Employment:**

- Upon receipt of the Code of Ethics, each staff member will agree in writing to comply with the Code of Ethics.
- Compliance with the Code of Ethics is a condition of employment for each employee and will be reviewed on an annual basis.

### **Questions and Reporting:**

- Staff will be provided with the names and contact information of the Chair, Audit, Compliance & Oversight Committee and members of the committee.
- If a staff member knows of a violation of the Code of Ethics, he/she will immediately report it to the Chair, Audit, Compliance & Oversight Committee, and should not engage in any fact-finding related to the violation.
- If a staff member is concerned that he/she may not be in compliance with the Code of Ethics, he/she will complete the appropriate Disclosure Statement, and the Chair, Audit, Compliance & Oversight Committees will provide a written response.
- Any supervisor receiving such a report must immediately advise one of the organization's Chair, Audit, Compliance & Oversight Committee.
- There will be no retaliation or intimidation for reporting of actual or possible violations of the Code of Ethics. Such reporting may be anonymous. If not anonymous, the identity of the reporting staff member will be kept confidential unless it must be revealed in order to fully enforce this Code of Ethics or comply with legal obligations.
- The Boys & Girls Club of Woburn's Chair, Audit, Compliance & Oversight Committee will promptly investigate all alleged Code of Ethics violations in a professional manner, report as necessary on the results of the investigation and will take whatever corrective action is required. Staff members are expected to cooperate in the investigation.

### **Disciplinary Action for Violations:**

Disciplinary action may be taken for the following violations, and may include dismissal, when appropriate.

- Authorizing or directly participating in actions that violate the Code of Ethics.
- Concealing a violation of the Code of Ethics.
- Failing to detect or report a violation of the Code of Ethics, if such failure reflects inadequate supervision or lack of oversight.
- Refusing to cooperate in the investigation of a violation of the Code of Ethics;
- Retaliating, directly or indirectly, against an individual for reporting a violation of the Code of Ethics.
- Other violations of law not outlined in this Code of Ethics but that may impact a staff member's job performance.



**BOYS & GIRLS CLUB**  
OF WOBURN

### **Code of Ethics Certificate**

*I acknowledge that I have received and read my personal copy of the Boys & Girls Club of Woburn's Code of Ethics for Staff Members. 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 principles of the Code of Ethics. The certificate process is mandatory for all Boys & Girls Club of Woburn staff members. To the best of my knowledge, I am in compliance with this policy.*

*Printed Name* \_\_\_\_\_

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

**Please sign and date this certificate and return it to:**

Frederick J. Metters, Executive Director  
Boys & Girls Club of Woburn  
Charles Gardner Lane, Woburn, MA 01801

***Thank you!***



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**Code of Ethics Disclosure Statement**

*I acknowledge that I have received and read my personal copy of the Boys & Girls Club of Woburn's Code of Ethics. I understand that each Boys & Girls Club of Woburn staff member is responsible for adhering to the principles of the Code of Ethics, and I confirm that I will conduct myself in accordance with the principles of the Code of Ethics.*

*I may not be in compliance with such policy, due to:*

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*Print Name*

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*Signature*

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*Date*

**Please sign and date this certificate and return it to:**  
**Chair, Audit, Oversight & Compliance Committee**  
***Thank You!***

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**Audit, Oversight & Compliance Committee's Review and Comments**

- You are in compliance with the Code of Ethics Policy.
- You are not in compliance with the Code of Ethics Policy.

**In order to be in compliance:**

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**Chair, Audit, Oversight & Compliance Signature**

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**Date**