

NOTO Code of Conduct

Employees, Board Members, Contract Affiliates

The NOTO Code of Conduct establishes direction for all NOTO employees, board members, contract affiliates and volunteers (hereinafter referred to as “Associates”) regarding the organization’s values and the behaviors that reflect those values. Commitment to these contribute to a safe, productive, and professional environment. Failure to comply may result in disciplinary action, including dismissal or termination of contract.

Non-disclosure / Confidentiality

All information related to program development, strategic initiatives, or finance should be considered privileged and shall not be shared with external audiences.

Conflict of Interest

All potential conflicts of interest, when a personal interest or activity may affect one’s capacity to make unbiased decisions, should be avoided. Potential conflicts of interest shall be reported to the Executive Director or the Board Chair.

Safety and Security

Associates are responsible for exercising practices that support a safe and secure environment that protects individuals and properties. Employees and contract affiliates shall familiarize themselves with policies and procedures related to door locks and alarm systems. All Associates shall submit incident reports as established by policy.

Attire and Appearance

- NOTO offers a relaxed atmosphere and, generally, casual attire is appropriate. Basic standards of acceptable attire and appearance include:
- Present a clean, professional appearance; Associates should be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
- Clothing with offensive or inappropriate designs or stamps are not allowed.
- Clothing should not be too revealing.
- Clothing and grooming styles dictated by religion or ethnicity are exempt.

Alcohol and Drug Use

- NOTO frequently sponsors functions in which alcohol is served. Associates may drink at these functions though shall do so responsibly; public intoxication is not acceptable.
- Tobacco smoking is allowed outdoors only at designated locations by trash receptacles. Cigarette butts and remnants shall be disposed of properly.
- Prescribed drugs shall be kept in a secure place.
- Illegal drugs of any kind are not allowed on NOTO properties.

Weapons

NOTO prohibits the wearing, transporting, storage, or presence of firearms or other dangerous weapons in our facilities and on our property.

Property

Associates shall treat NOTO property with respect and care. This includes:

- Supplies and equipment should only be used for work-related functions and should not be used frivolously.
- Do not enter employee workspaces without authorization.
- The NOTO logo (trademarked) may only be used for NOTO sponsored activities by authorized individuals.

Anti-Harassment / Anti-Discrimination

Associates are expected to behave in a manner that affords respect and consideration that promotes a safe and productive workplace. Associates shall commit to an environment that is free of harassment and discrimination – whether verbal, physical or visual – based on race, color, creed, religion, ancestry, sex, gender, national origin, age, physical or mental disability, pregnancy, veteran status, genetic information and any other basis of discrimination that creates an intimidating, offensive or hostile working environment or that unreasonably interferes with job performance.

Bribery and Kickbacks

All contacts and dealings with donors, guests, vendors, suppliers, or government representatives shall be conducted so as to avoid impropriety and even the appearance of impropriety. Associates shall not give, nor shall they receive, anything of value, directly or indirectly, as an inducement to obtain favorable treatment. Any donations of goods or services given by the NOTO organization may only be made per authorization of the Executive Director.

Lobbying and Political Activities

As NOTO is a nonprofit organization with tax-exempt status, Associates are prohibited from using any NOTO assets to endorse political candidates, mobilize supporters to elect or defeat candidates, or align with political parties. Associates are prohibited from engaging in any such political campaign activities in their capacity with NOTO. Notwithstanding the above, communication with government officials and the general public about positions on legislation is permissible in consultation with the Executive Director as long as government funds are not used. Associate personal political activity and contributions are outside the scope of this policy as long as affiliate time and/or resources are not used.

Records and Reports

Records shall be kept so that an accurate, auditable record of all transactions is maintained in accordance with generally accepted accounting principles. No entries may be made to intentionally hide or disguise the true nature of any transaction or to create funds to be used for other purposes. Records must be maintained in accordance with any applicable records management policy and/or records retention schedule.

Representation of NOTO

In their representation of NOTO, Associates are expected to conduct themselves according to the highest ethical standards and in compliance with all applicable laws and regulations. As ambassadors of the NOTO organization, associates are custodians of NOTO's reputation and should conduct themselves in a manner that does not put the organization in an unfavorable light with the public or has the potential to harm business.

NOTO Code of Conduct Acknowledgement Form

The undersigned hereby acknowledges that he/she has:

1. received a copy of the NOTO Code of Conduct,
2. has read the Code of Conduct,
3. agrees to abide and comply with all terms of provisions of the Code of Conduct

Signature _____ Date: _____

Print Name _____