

Code of Conduct

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Policy owner: Aletha Ross Davis	Owner (First and Last Name) Aletha Ross Davis

Introduction

As a nonprofit organization at the forefront of ending Alzheimer's disease, each staff member of the Alzheimer's Association should engender and reflect the highest professional, respectful, ethical, and moral standards. Our donors and volunteers support the Association because they trust the Association to be good stewards of their resources and to uphold our overarching values of community, inclusivity, accountability, agility and integrity along with these rigorous standards of conduct. We are committed to creating and sustaining a diverse, equitable and inclusive workplace environment. Our continued success depends on how well we conduct ourselves and that we all work together to best serve the Mission. Therefore, these standards of conduct include:

Act with Integrity

- Maintain a professional level of courtesy, respect and objectivity in all day to day Association activities
- Demonstrate pride for the Association, especially when wearing anything with the Association logo.
- Respect the diversity of opinions and actively listen to others' point of view
- Treat with respect and consideration all persons, regardless of race, religion, gender, abilities, age, sexual orientation, geographic distribution, culture or ethnic origin
- Promote inclusion, collaboration and cooperation among all having business with the Association.

Demonstrate Pride, Ownership and Accountability

- Attempt to solve problems that may disrupt the work environment by implementing an immediate remedy, de-escalating the situation, or contacting a supervisor or Human Resources before a situation gets out of control.
- Show accountability for all you are entrusted with by the Association.
- Represent the Association in a professional manner as it relates to appearance and conduct.

Act Responsibly

- Abide by the Association's [Harassment Policy](#)
- Abide by the Association's [Conflict of Interest Policy](#)
- Abide by the Association's [Confidentiality Agreement](#)

- Respect cultural differences
- Attempt to address issues with each other in a prompt, yet sensitive manner
- Verbalize heightened disagreements in private whenever possible
- Respond to questions and clarify information in a timely manner

Conflict Management

Differing opinions may occur within the Association and is an important part of a well-functioning, dynamic environment in which people have diverse points of view. This usually is not harmful because it encourages people to work collaboratively through issues by considering alternative points of view; however, when conflict arises and is not managed effectively, it can threaten operational functioning, and a sense of safety. The Alzheimer's Association is committed to effective conflict management at all levels of the organization to ensure effectively run operations that promote the safety and wellbeing of its staff.

Behavior that is perceived as intimidating, hostile, or harassing will not be tolerated and therefore subject to corrective action up to and including termination. Examples of such conduct include, but are not limited to:

- Screaming, yelling or use of expletives, obscene or offensive language
- Invasion of physical/personal space in a threatening manner, including touching
- Throwing objects
- Name-calling and using derogatory remarks toward another
- Coercion through intimidation
- Behavior that promotes harassment or discrimination on the basis of race, color, religion, sex, sexual orientation, age, physical or mental disability, marital status, citizenship, national origin or any other characteristic covered by law.
- Behavior that promotes chaos through dishonesty to include false, malicious or prejudicial remarks or other behavior intended to incite chaos.

ACKNOWLEDGEMENT OF POLICY:

I hereby acknowledge that I have received and read the Code of Conduct policy. I recognize that any failure to comply with the Code of Conduct may result in disciplinary action, up to and including termination or removal from the Association.

Signature

Date

Print Name

Related Resources	
Policies	Links to online policies or <i>Not applicable</i>
Procedures	Links to online procedures or <i>Not applicable</i>
Forms	Links to online forms or <i>Not applicable</i>
Guidelines	Links to online guidelines or <i>Not applicable</i>
Frequently Asked Questions	Link to online FAQs or <i>Not applicable</i>
Training materials	Links to online training materials or <i>Not applicable</i>