



## Brookline Teen Outreach Code of Conduct

The Organization has adopted the following Code of Conduct that all Members agree to adhere to:

### 1.) Prohibition Against Private Inurement and Procedures for Managing Conflicts of Interest:

No Member of the Organization shall derive any personal profit or gain, directly or indirectly, by reason of his or her service with the Organization. Members shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the Board. Nevertheless, conflicts may arise from time to time.

- a) When there is a decision to be made or an action to be approved that will result in a conflict between the best interests of the Organization and the Member's personal interests, the Member has a duty to immediately disclose the conflict of interest so that the rest of the Organization's decision making will be informed about the conflict.
- b) It is every Member's obligation, in accordance with this policy, to ensure that decisions made by the Organization reflect independent thinking. Consequently, in the event that any Member receives compensation from the Organization, such compensation will be determined by and approved by the full Board of Directors in advance.
- c) Any conflicts of interest, including, but not limited to financial interests, on the part of any Member, shall be disclosed to the Organization when the matter that reflects a conflict of interest becomes a matter of Organization action, and through an annual procedure for all Members to disclose conflicts of interest.
- d) Any Member having a conflict of interest shall not vote or use his or her personal influence to address the matter, and he or she shall not be counted in determining the quorum for the meeting.
- e) All conflicts disclosed to the Organization will be made a matter of record in the minutes of the meeting in which the disclosure was made, which shall also note that the Member with a conflict abstained from the vote [and was not present for any discussion, as applicable] and was not included in the count for the quorum for that meeting.
- f) Any new Member will be advised of this policy during the orientation process and all Members will be reminded of the Member Code of Conduct and of the procedures for disclosure of conflicts and for managing conflicts on a regular basis, at least once a year.
- g) This policy shall also apply to any person acting on a Member's behalf.

### 2. Prohibition Against Sexual Harassment

The Organization strives to maintain a workplace that is free from illegal discrimination and harassment. While all forms of harassment are prohibited, it is the organization's policy to emphasize that sexual harassment is specifically prohibited. Any Member who engages in discriminatory or harassing conduct towards any individual is subject to removal from the Organization. Complaints alleging misconduct on the part of Members will be investigated promptly and as confidentially as possible by a task force of the Board appointed by the Executive Committee.

3. Confidentiality

Board members are reminded that confidential financial, personnel, and other matters concerning the organization, donors, staff or clients/consumers may be included in distribute materials or discussed from time to time. Members should not disclose such confidential information to anyone.

4. Discrimination

The Organization does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

I, \_\_\_\_\_, recognizing the important responsibility I am undertaking in serving as a member of the Brookline Teen Outreach, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal as a team member, pursuant to the requirements and processes provided in the organization's governing documents.

\_\_\_\_\_ I agree to the duties set forth in my position description and the board member contract.  
(Initial)

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_