

**POLICIES OF THE BOARD OF TRUSTEES
JOB'S DAUGHTERS INTERNATIONAL**

**POL-BOT-5
CODE OF CONDUCT**



The purpose of this code of conduct is to identify behaviors that protect the members/volunteers and the welfare of the organization as a whole for future generations. Everyone is expected to behave in a mature and responsible way and to respect the rights and dignity of others.

Build Trust and Credibility: The success of the organization is dependent on the trust and confidence we earn from the Daughters and volunteers. We gain credibility by adhering to our commitments, displaying honesty, and integrity and reaching organizational goals solely through honorable conduct. It is easy to say what we must do, but the proof is in our actions.

Respect for All: We all deserve to engage in an environment where we are treated with dignity and respect. Job's Daughters International is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to the success of the organization.

Professionalism at All Times: We display and promote the highest standards of professional and ethical conduct. We act with integrity and dignity as expected of our organizational position. We are courteous and considerate toward our Daughters and fellow volunteers. We are honest, fair, reliable and objective in our professional relationships.

Free from Discrimination: Job's Daughters International is an equal opportunity organization and is committed to providing an environment that is free of discrimination of all types. Any member or volunteer who feels harassed or discriminated against should report the incident immediately to the appropriate personnel at either the state or international level.

Inclusive Environment: All members and volunteers are expected to support an inclusive environment by adhering to the following conduct standards:

- Treat others with dignity and respect at all times
- Address and report inappropriate behavior and comments
- Foster teamwork and participation
- Be held accountable for their own performance and behavior
- Avoid slang or idioms that might not translate across cultures (through the appeals and grievance process).
- Be open-minded and listen when given constructive feedback regarding others' perceptions of your conduct

Job's Daughters International does not tolerate discrimination, harassment, or any behavior or language that is abusive, offensive, or unwelcome.

Create a Culture of Open and Honest Communication: in Job's Daughters, everyone should feel comfortable speaking their mind, particularly with respect to ethical concerns. Leaders have a responsibility to create an open and supportive environment where members and volunteers feel comfortable raising such questions.

All reported instances of questionable or unethical behavior will be handled through the Appeals and Grievance Process. In every instance where improper behavior is found to have occurred, the organization will take appropriate action. Retaliation against members or volunteers who raise genuine ethical concerns in good faith will not be tolerated.

Accountable for Ourselves: Each of us is responsible for knowing and adhering to the values and standards set forth in this code of conduct. It is the individual's responsibility to seek understanding if there is uncertainty surrounding organizational laws and rules. If there is a question or concern on whether the principles are being met the Bethel/Grand/Supreme Guardian should be contacted immediately.

Job's Daughters International takes the standards set forth in the Code of Conduct seriously, and violations will be appropriately addressed.