

NAIGC Code of Ethics

Version 1.0 / Last Amended 03/26/2023

- I. Purpose: It is the intent of NAIGC to strive for the highest ethical conduct from all Board Members, Officers, Staff, and Volunteers. The NAIGC is particularly sensitive to individuals who hold leadership and governance positions of trust and confidence in fulfilling the mission and goals of the organization. All NAIGC Board Members, Officers, Staff, and Volunteers are required and expected to exercise the highest ethical standards of conduct and practice fundamental honesty at all times.

- II. Definitions
 - A. **Board Member:** Any voting member of the NAIGC Board excluding the Executive Director.
 - B. **Officers:** President, Vice President, Treasurer, and Secretary. These positions are filled by and elected by Board Members.
 - C. **Staff:** Specifically the Executive Director and anyone else working, paid or unpaid, in a position within the NAIGC who has influence within operations, governance, and/or human resources. Staff, as compared to Volunteers, typically have a longer-term relationship with the NAIGC and carry out leadership functions within operational areas of the organization.
 - D. **Volunteers:** Any person who works in an unpaid fashion for the NAIGC. Volunteers, as compared to Staff, typically have a shorter-term relationship with the NAIGC and do not carry out leadership functions within operational areas of the organization.

- III. NAIGC Board Members, Officers, Staff, and Volunteers will do the following:
 - A. Recognize that the chief function of NAIGC at all times is to serve the best interests of our constituency.
 - B. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
 - C. Respect the structure and responsibilities of the NAIGC and the Board, and provide the Board and leadership with facts and advice as a basis for their making policy decisions, and uphold and implement policies.
 - D. Keep the NAIGC membership informed about issues affecting it.
 - E. Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
 - F. Exercise whatever discretionary authority they have under the law to carry out their mission.
 - G. Serve with respect, concern, courtesy, and responsiveness in carrying out the NAIGC's mission.
 - H. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all their activities in order to inspire confidence and trust.
 - I. Avoid any interest or activity that is in conflict with the conduct of their official duties.
 - J. Respect and protect privileged information.

- K. Strive for excellence and encourage the professional development of others.
- IV. In support of NAIGC's standards, each Board Member, Officer, Staff, and Volunteer WILL NOT:
- A. Deceive, defraud, or mislead NAIGC Board Members, Officers, Staff, Volunteers, Vendors, or other associates, or those with whom NAIGC has business or other relationships.
 - B. Misrepresent NAIGC in any negotiations, dealings, contracts, or agreements.
 - C. Divulge or release any information of a proprietary nature relating to NAIGC's plans, mission, or operational databases without appropriate approval.
 - D. Obtain a personal advantage or benefit due to relationships established by any Board Member, Officer, Staff, or Volunteer by use of the NAIGC's name.
 - E. Accept individual gifts of any kind in excess of \$50 in connection with the Board Member's, Officer's, Staff's, or Volunteer's relationship with the NAIGC.
 - F. Withhold their best efforts to perform their duties to acceptable standards.
 - G. Engage in unethical business practices of any type.
 - H. Use NAIGC property, financial resources, or services of NAIGC personnel for personal benefit.
 - I. Violate any applicable laws or ordinances.
- V. Infractions of this Code of Ethics are to be reported directly to the HR Team Lead who shall, in their determination, bring the infraction to the Board.
- VI. This document may be amended by the Board of Directors.