

Network of Centers for Civic Engagement — Code of Conduct

As a condition of service with Network of Centers for Civic Engagement (“NCCE”), each NCCE associate will abide by the standards and rules of this Code of Conduct and will report any violation of it to NCCE’s Chair of the Board.

1. Network of Centers for Civic Engagement (“NCCE”) and its directors, officers, employees, consultants, contractors and agents (“NCCE associates”) will uphold the highest ethical and professional standards. They will conduct themselves with honesty, loyalty and respect for their colleagues, clients, sponsors and partners.
2. NCCE and NCCE associates will comply with the laws and regulations of Georgia.
3. NCCE associates will exercise honesty and diligence in performing their duties and undertaking their responsibilities.
4. NCCE associates, except for independent contractors, part-time consultants and others where permitted in writing by NCCE’s Executive Director, will devote their full time and attention to NCCE’s business during customary working hours and will not participate in outside personal activities that might detract from this requirement. For purposes of this Code of Conduct, “independent contractors” are companies or individuals hired to undertake specific tasks but who are left free to do the assigned work and to choose the method of doing it.
5. No NCCE associate or member of his or her immediate family will, for a corrupt purpose, seek or accept from a government or foreign official, another NCCE associate, or any other person or entity in a business relationship with NCCE, cash, loans, commissions, services, pleasure travel, personal discounts, gifts, employment, entertainment, or anything else of value.
6. Unless reasonably contemplated in the scope of project activities and permitted by law, NCCE does not make contributions to political candidates, political parties, or to any person or entity affiliated with a political party. NCCE associates will not contribute anything of value to a political party, candidate for office, or to any person or entity affiliated with a political party for the purpose of seeking to gain an improper advantage or to obtain or retain business. These restrictions do not affect the right of NCCE associates to make contributions to political candidates, parties or affiliated persons or entities from their personal funds, to the extent permitted by law.
7. NCCE funds may not be used for any unlawful purpose or in any manner other than in accordance with appropriate project and or corporate policies. NCCE associates will not create or use a secret or off-book fund or falsify or fail to state adequately a corporate or project account.
8. NCCE associates will not offer, promise or pay anything of value to a government official except for (i) appropriate grants, (ii) appropriate travel and business meal expenses, or (iii) expenses reasonably contemplated in the scope of project activities, providing that any such exception shall have been first approved in writing by NCCE’s Executive Director.
9. NCCE associates will safeguard all corporate and project assets.
10. NCCE associates must perform their duties in pursuit of NCCE’s best interests and must refrain from letting personal interests influence, or appear to influence, NCCE’s activities. If a situation arises where a NCCE associate believes it is impossible to avoid a conflict of interest, or the appearance of a conflict of interest, the NCCE associate must inform his or her supervisor and provide a full written explanation to the NCCE Board, in advance, if possible.
11. NCCE associates will not exploit for their own personal gain opportunities that come to their attention through their position with NCCE, NCCE activities, or information that comes to NCCE, unless the opportunity is fully disclosed in writing to NCCE’s Board and/or NCCE’s officers explicitly decline to pursue the activity. In the case of NCCE’s Executive Director, disclosures will be made to the Board who will determine whether or not NCCE will pursue the activity.

12. NCCE supports the Universal Declaration of Human Rights. NCCE associates will not cause human rights abuses or assist or promote such abuses with any government, government official, or governmental instrumentality that engages in human rights abuses.
13. NCCE does not tolerate, and no NCCE associate will engage in, workplace sexual harassment or other forms of harassment.
14. NCCE maintains a drug-free workplace. NCCE associates will not manufacture, distribute, dispense, buy, sell, exchange, possess, or use a controlled substance in any NCCE place of business or work site in violation of relevant laws.
15. NCCE associates will not knowingly provide, and will take steps to ensure that NCCE does not provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.
16. No NCCE associate may engage in any of the following activities: (a) any form of trafficking in persons, or (b) using forced labor in conducting any of our work.
17. NCCE associates will not instruct or permit any person to engage in any activity on behalf of NCCE or a NCCE associate that would violate this Code of Conduct.