

CODE OF CONDUCT ADDENDUM

INTRODUCTION:

This Code of Conduct addendum sets out basic principles to guide all members, volunteers, and officers of Soroptimist International of Greater North Kitsap (SIGNK). All of our members should conduct themselves accordingly and seek to avoid even the appearance of improper behavior. This includes in-person interactions, as well as online and social media interactions. We recognize that the words and actions of an individual can reflect on the organization, even when the individual is not strictly representing SIGNK at the time of the conduct.

1. COMPLIANCE WITH LAWS, RULES AND REGULATIONS

All members, volunteers, and officers should respect and obey the laws, rules, and regulations of the city, county, and state in which we operate, as well as the SIGNK policies, as might be adopted.

1. EXPECTATIONS OF THE INDIVIDUAL

Respect, integrity, transparency and honesty are at the heart of what we stand for and the key to SIGNK future success.

Members are expected to conduct themselves at all times professionally and in a manner that supports the mission of SIGNK. Each is expected to treat others with dignity and respect, regardless of personal feelings or the behavior of others both publicly or privately.

Members are expected to conduct themselves on all media platforms at all times in a manner that is professional and does not reflect poorly on the missions of SIGNK. Members should exercise good judgement when posting and be aware that inappropriate conduct can negatively affect SIGNK, other members and yourself. Each is expected to remember: *You are the professional face of SIGNK and your words and actions reflect directly on SIGNK.*

2. OPPORTUNITIES

No member, volunteer, or officer may use SIGNK property, information, or position for personal gain. Each of us owes a duty to SIGNK to advance its interests when the opportunity to do so arises.

3. DISCRIMINATION AND HARASSMENT

The diversity of the SIGNK membership is a tremendous asset. We are firmly committed to providing equal opportunity and will not tolerate any illegal discrimination or harassment based on race, color, religion, sex, national origin, or any other protected class.

4. PROTECTION AND PROPER USE OF CLUB ASSETS

All members, volunteers, and officers should protect SIGNK's assets and ensure their efficient use. Theft, carelessness, and waste have a direct impact on profitability. All assets are to be used for legitimate SIGNK purposes only.

5. REPORTING ANY ILLEGAL OR UNETHICAL BEHAVIOR

Members are encouraged to talk to the Board President about observed behavior they believe may be a violation of this Code of Conduct. (Should the President be the person who behaved in a questionable manner, the member is encouraged to speak with another Board member.) It is the policy of SIGNK not to allow retaliation for such reports made in good faith.

6. COMPLIANCE

All members, volunteers, and officers who may be representing SIGNK are subject to the SIGNK's Code of Conduct. Failure to adhere to this Code may result in disciplinary review by the board, up to and including termination as a member.