

Peace and Justice Center of Sonoma County

Board of Directors Code of Conduct

I. Purpose of this Document

This code of conduct, also called a statement of values or code of ethics, is a policy that outlines the principles and standards that the members of the Board of Directors¹ of the Peace & Justice Center of Sonoma County² must follow. This code of conduct is meant to reflect the mission and values of the Center and connect them to professional behavior standards.

All new and current board members are required to read and agree with this policy by signing a statement of acknowledgment to be kept on file during their term at the Center by the Director³ of the Peace & Justice Center. Members who violate this policy may be subject to removal from office as stated in Article IV, Section 6 of the Bylaws of the Peace & Justice Center of Sonoma County.

This policy will be made available from the Center's website to be fully transparent to the public and to demonstrate the Center's commitment to accountability.

II. The Necessity of a Code of Conduct

Members of the Board are expected to set the standard by which employees and volunteers at the Center should emulate. All board members' interactions will be amiable with volunteers, members, interested parties, fellow activists from member groups, and those we support. Members will interact with integrity and honesty in ways that always promote relationships and build a bigger community. Directors of the board pass the baton and help build the movement by being welcoming to others, their ideas, and leadership abilities, in order to grow the movements and organizations that we support. Including whenever possible those who show up, not by anyone's idea or agenda but because they are stepping in to help and find the value and place for themselves and their diversity.

The Board has a responsibility to earn the public's trust and earns that trust by requiring that contributions from donors be used wisely and by demonstrating their commitment to ethical conduct. Volunteers will invest their time in the mission of the Center when they trust that the Center acts ethically. Members of the community will place value on the Center and recommend it to others when the Center has shown that it is accountable for its actions, transparent in its financial dealings, and responsive when concerns come to its attention.

¹ a.k.a, "the Board" or "Board Members"

² a.k.a, "the Center" or "PJC"

³ The Director or other primary staff employee (e.g., Executive Director, Center Coordinator)

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III. Demonstrating Ethical Leadership

The Members of the Board of Directors are committed to:

- A. Acting honestly, truthfully and with integrity in all of our actions;
- B. Avoiding conflicts of interest;
- C. Appropriately handling actual or apparent conflicts of interest in our relationships;
- D. Treating every individual with dignity and respect;
- E. Treating our employees with respect, fairness and good faith and providing conditions of employment that safeguard their rights and welfare;
- F. Acting responsibly toward the communities in which we work and for the benefit of the communities that we serve;
- G. Being responsible, transparent and accountable for all of our actions;
- H. Being responsive in a timely fashion to formal⁴ accusations of misconduct directed at the Center or individual Board Members by demonstrating that we have listened to, understand, and acknowledge those concerns, whether we agree with them or not;
- I. Respecting the confidentiality of sensitive information known due to Board service.

IV. Code of Conduct

The activities below are strictly prohibited whether they are directed to another Board Member, an employee, a volunteer, or a member of the community. Any Board Member who violates this Code is subject to discipline, up to and including removal from the Board.

- A. Abusive language towards others, in person or online;
- B. A pattern of discourtesy or rudeness towards others;
- C. Verbal, physical or visual harassment, abuse, or discrimination towards others;
- D. Actual or threatened violence toward any individual or group;
- E. Conduct endangering the life, safety, health or well-being of others;
- F. Failure to follow any Center policy or procedure;
- G. Bullying or taking advantage of others;
- H. Acting as a spokesperson for the Center (unless they are the president of the board⁵);
- I. Not satisfactorily responding to formal accusations of misconduct in a timely fashion.

⁴ A letter or email addressed to the Administrator or to any Member of the Board of Directors

⁵ Peace & Justice Center of Sonoma County Board of Directors Handbook, Duties of Board Members

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Annual Review

The Members of the Board of Directors are required to review this code of conduct annually to determine if it is effective and to ensure that it continues to meet the standards and principles of the Peace and Justice Center. It will be amended by the Board at that time if needed.

Board of Director Sign-off

I confirm that I have read and understood the Peace and Justice Center of Sonoma County Board of Directors Code of Conduct and will abide by it.

I understand that any alleged breach of the Code may have consequences, including termination of my appointment to the Board.

I understand the importance of understanding and complying with the Code and commit to reviewing the Code annually.

Director signature

Date

Director Name (please Print)