



Code of Ethics for staff

Goal: To establish a set of principles and practices of the Fundación Calima staff that will set parameters and provide guidance and direction for staff conduct and decision-making.

Code: Members of the Fundación Calima are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of the Fundación Calima. Board members pledge to accept this code as a minimum guideline for ethical conduct and shall:

Accountability

1. Faithfully abide by the Articles of Incorporation, by-laws and policies of the Fundación Calima.
2. Exercise reasonable care, good faith and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
5. Remain accountable for prudent fiscal management to association members, the board, and nonprofit sector, and where applicable, to government and funding bodies.

Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in all Fundación Calima activities.
7. Strive to uphold those practices and assist other Fundación Calima members of the board in upholding the highest standards of conduct.

Personal Gain

8. Exercise the powers invested for the good of all members of the organization rather than for his or her personal benefit, or that of the nonprofit they represent.

Equal Opportunity

9. Ensure the right of all association members to appropriate and effective services without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the state or region represented.
10. Ensure the right of all association members to appropriate and effective services without discrimination on the basis of the organization's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

Confidential Information

11. Respect the confidentiality of sensitive information known due to board service.
 - 11.1. Respecting as well the intellectual and moral rights of all members of the organization and coworkers.

Collaboration and Cooperation.

12. Respect the diversity of opinions as expressed or acted upon by the Fundación Calima board, committees and membership, and formally register dissent as appropriate.

13. Promote collaboration, cooperation, and partnership among association members.

Prohibition

14. Harassment is prohibited.

Harassment in the workplace is unwanted behavior (gesture, word, attitude or other) practiced with noticeable recurrence and whose goal or effect is to affect the person's dignity or creating an intimidating, hostile, degrading, humiliating or destabilizing environment, characterized by intention and repetition, either of a moral or sexual nature.

Sexual harassment is a specific type of prohibited conduct. Sexual harassment is any unwelcome conduct of sexual nature that might reasonably be expected or perceived to cause offence or humiliation. Sexual harassment may involve any conduct a verbal, nonverbal or physical nature, including written and electronic communications, and may occur between persons of the same or different genders.

Examples of sexual harassment include, but are not limited to:

- making derogatory or demeaning comments about someone's sexual orientation or gender identity;
- name-calling or using slurs with a gender/sexual connotation;
- making unwelcomed sexual comments about appearance, clothing, or body parts;
- repeatedly asking a person for dates or asking for sex;
- unwelcome touching, including pinching, patting, rubbing, or purposefully brushing up against a person;
- making inappropriate sexual gestures, as well as prolonged, unwelcomed staring;
- sharing unwelcomed offensive anecdotes or jokes that refer to sexual acts, sexual orientation, or the gender identity of an individual;

- sharing or displaying sexually inappropriate images or videos; and
- attempted or actual sexual assault, including rape.

Approved