



PENINSULA INDIAN CULTURAL ASSOCIATION INC.

Committee Code of Conduct



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PENINSULA INDIAN CULTURAL ASSOCIATION INC.
Yorktown VA 23693

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Peninsula Indian Cultural Association, Inc. (PICA)

Committee Code of Conduct

Introduction

The spirit of this document attempts to uphold PICA's Core Values of: passion for mission and vision; integrity; accountability and trust; treating people with respect and dignity; diversity; neutrality; and social responsibility.

Committee members shall at all times abide by and conform to the following Code of Conduct in their capacity as a PICA Committee member:

General Expectations

1. Committee members shall make decisions in the best interests of the organization.
2. Committee members shall contribute to a collegial, inclusive, professional, positive, and respectful work environment for fellow Committee members, stakeholders, and staff, and shall model the best in Committee member behavior.
3. Committee members shall know, understand, and support PICA's mission, vision, core values, purpose and goals and become familiar with and follow PICA policies, procedures, guidelines, and the Committee member Code of Conduct while acting on behalf of PICA.
4. Committee members shall not discriminate and shall be respectful of ethnic, national, and cultural differences.
5. Committee members shall use PICA's marks, insignia, name, logos, and trade dress (collectively, "PICA Marks") in compliance with guidelines issued by PICA from time to time.
6. Committee members shall at all times obey all applicable laws and regulations of the relevant government authorities, including all laws and provisions that govern appropriate conduct in the workplace while acting on behalf of PICA.
7. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
8. Respect the structure and responsibilities of the committee, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the committee.
9. Keep the community informed about issues affecting it.
10. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
11. Exercise whatever discretionary authority we have under the law to carry out the mission of the organization.
12. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
13. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
14. Avoid any interest or activity that is in conflict with the conduct of our official duties.
15. Respect and protect privileged information to which we have access in the course of our official duties.
16. Strive for personal and professional excellence and encourage the professional developments of others.

Meetings and Communication

1. While acting on behalf of PICA, professional behavior and respectful discourse shall be required of Committee members. Disruptive or inappropriate behavior toward other Committee members, stakeholders or staff is unacceptable.

2. Only information deemed for public knowledge may be shared or discussed outside PICA, unless specifically authorized to do so by the organizing committee¹. No committee member shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the Association, and each committee member will uphold strict confidentiality regarding any information discussed at meetings or any other deliberations and communications. Questions regarding the confidential nature of PICA information or documents shall be directed to the appropriate staff person or Committee member.
3. Committee members are not permitted to speak on behalf of PICA or the Committee to external parties, such as the media or other interested parties unless specifically asked to do so by the organizing committee¹.
4. All contractual agreements are the responsibility of the PICA office. Committee members will not make such commitments on behalf of the PICA, except in accordance with established PICA policies.
5. All PICA correspondence, regardless of the medium, is a reflection on the Association. E-mail communications shall follow the same professional standards as verbal communication. E-mails may be considered legal documents and, therefore, caution shall be exercised when recording written opinions and statements pertaining to the role of the Committee member in PICA. The use of the "blind copy" function is strongly discouraged when conducting official PICA business.
6. Committee members shall support PICA to other volunteers, members, and stakeholders. Inappropriate communication by email or in any public forum about PICA, its volunteers, staff, stakeholders, policies, procedures or guidelines is not acceptable. Issues regarding PICA shall be taken up in private with the appropriate PICA staff member.
7. Participation in committee meetings (in-person and teleconferences) is typically required to fulfill a Committee member's duties.

Relationship with Other Committee members, Stakeholders and Staff

1. Committee members shall understand the scope of their authority and exercise good judgment in their dealings with other Committee members, stakeholders, staff, suppliers and the general public and shall respond to all constituents and the needs of the Association's members in a responsible, respectful and professional manner.
2. Committee members shall not request special or personal favors or extensive information from other Committee members, stakeholders, or staff, without prior consultation and agreement of the organizing committee¹.
3. PICA events are professional gatherings and therefore appropriate behaviors are expected. Committee members shall adhere to PICA policies, procedures, guidelines, and the Committee member Code of Conduct in all interactions with other Committee members, stakeholders, staff, vendors, and other constituents.

Avoiding Conflict of Interest

1. No Committee member will use any information provided by the Association or acquired as a consequence of the Committee member's service to the Association in any manner other than in furtherance of his or her Committee member duties. Furthermore, Committee members will not misuse Association property or resources and will at all times keep the Association's property secure and not allow any person not authorized by PICA access to such property.
2. Committee members shall not persuade or attempt to persuade any member, exhibitor, sponsor, supplier, contractor, or any other person or entity with an actual or potential relationship with the Association to terminate, curtail or not enter into its relationship to or with the Association, or in any way to reduce the monetary or other benefits to the Association of such relationship.
3. Committee members are expected to act at all times in the best interest of the Association and not for personal or third-party gain or financial enrichment. When encountering potential conflict of interest, Committee members will identify the conflict and report it to the organizing committee¹ and Member

Services/Chairperson of the Regional Advisory Committee who may ask them to remove themselves from all discussions and voting on the matter.

4. Committee members will not accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the Association without fully disclosing such items to the organizing committee members in advance.

Confidential Communication

Upon termination of service, Committee members will promptly return to the Association all documents, electronic and hard files, reference materials, and other property not already on file in the PICA office. Such return will not abrogate him or her from the continuing obligations of confidentiality with respect to information acquired as a consequence of his or her tenure.

Political Activity

As a nonprofit organization with tax-exempt status, the Organization is prohibited from using any assets to endorse political candidates, mobilize supporters to elect or defeat candidates, or align itself with political parties.

This does not mean that you cannot be involved in political activity as a private individual. However, you may not use the Organization's property or other assets (including the Organization's name) on behalf of or against any candidate for office. You should also be clear that any political statements you make, such as an endorsement of a candidate, are made in your personal capacity and not in your capacity as a representative of the Organization, and that the statements should not be made at an event sponsored or hosted by the Organization or in one of its publications.

Lobbying activity generally includes attempts to influence the passage or defeat of legislation, and is distinguished from providing general information for the purpose of educating the public. Lobbying by nonprofits is restricted, and it may trigger registration and reporting requirements. The federal government and many states extend the definition of lobbying activity to cover efforts to influence rulemaking by executive branch agencies or other official actions of agencies, including the decision to enter into a contract or other financial arrangement. Therefore, you should not engage in any activities that could be considered lobbying without the express permission of the organizing committee¹.

Public Statements

All the Organization's public statements must be truthful, not deceptive, and in compliance with applicable laws, regulations, and Organization policy. Any claims about the work of the Organization must be verified before they are made. All solicitations of donors must also comply with this standard.

Organization Funds

1. You must use reasonable care to protect and safeguard all the Organization's assets entrusted to you, and use the same care you would protect your own personal assets under similar circumstances.

2. You are responsible for the careful, cost-conscious, and effective use of all Organization funds, including those used for travel and entertainment. When using expense accounts of the Organization, you must fully and clearly document all expenses in accordance with the Organization's policy.
3. You may use the Organization's assets only for business-related purposes and in the best interests of the Organization. You may not use work time, Organization property, or Organization services for personal benefit. Minimal, infrequent personal use of copiers, email, fax, or phones is permitted at your discretion, provided it does not interfere with your work and you reimburse the Organization for the costs.
4. You must not remove any equipment without prior permission. Regardless of its current usage or condition, you may not sell, loan, give away, or otherwise dispose of the Organization's property without proper authorization consistent with applicable procedures.

Support for our Code of Conduct

Consistent with our mission, the Organization is committed to supporting its people in meeting these ethical standards of conduct. In similar fashion, all Organization officers, directors, employees and volunteers must uphold these standards in their work conduct.

If you observe or know of violations of these standards, or a violation of the law, or have questions about their meaning, intent, and/or application, it is your responsibility to report such situation or pose any questions promptly. The Organization will not tolerate any reprisal or retaliation or suspected violation of these standards or the law.

Violations of the Code of Conduct

1. PICA staff shall resolve any issues with Committee members in a professional manner.
2. Committee members violating the Code of Conduct may be asked to resign their Committee member position and may be requested to discontinue future Committee member roles. The organizing committee¹ will determine if this action is necessary and will notify the Committee member.
3. Committee members who have been removed from a Committee member position have 30 days to appeal the decision to the organizing committee¹ which will review the situation and respond within 30 days of the request for appeal. All decisions of the organizing committee¹ are final.

1. *Organizing committee hereby means PICA organizing committee¹ and decisions voted by simple majority.*

Acknowledgement

This is to confirm that I, _____, have: received a copy of the Organization's Code of Conduct; reviewed the Code of Conduct; and am familiar with its contents.

I agree to comply with the terms of the Code of Conduct, including the duty to report violations of the policy that I become aware of.

I also agree that I will disclose to the Organization any potential conflicts of interest as defined in this policy, and will not engage in any transaction from which I or a member of my family may benefit.

Signature

Date