

# Ballou Alumni Association (BAA), Inc. • 3228 Pope Street, SE • Washington, DC 20020

## **Code of Conduct Policy**

## The Code of Conduct Policy outlines the standard of behavior expected of all directors, officers, members, and others performing services for or on behalf of the Association (collectively, “Representatives”). The Conduct Policy is designed to ensure that Representatives conduct themselves at all times in a manner that does not interfere with the management or business of the Association, or otherwise violate the reputation or image of the Association. Representatives are strictly expected to (a) use non-abusive language towards all other Representatives; (b) extend courtesy and respect to all other Representatives; (c) not engage in verbal, physical or visual harassment of any other Representative; and (d) not exhibit any other display of unacceptable behavior as described in the Conduct Policy. Acceptable behavior includes but is not limited to

## Exercise discreet use of cellphone. Always keep your cell phone on the silent or vibrator mode. Do not attend phone calls during meetings unless it is an emergency. If you must take urgent calls on the cell phone, take your conversation outside.

## Speak politely and do respect your colleagues. Do not convert the meeting room into a battle ground.

* Treat members with respect both, during the meeting and outside of the meeting.
* Talk one at a time, waiting to be recognized by the Chairperson.
* Limit side conversations.
* Be patient when listening to others speak and do not interrupt them.
* Don't make threats or rude comments to members.
* Address any concerns about the discussion or the meeting with the Chairperson
* Be respectful of other people's ideas or situations when they talk.

Any member, volunteer or staff who violates this Code of Conduct Policy is subject to discipline, up to removal from the meeting or event, removal from the Association, and/or suspension of membership from the Association.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand the above expectations of the Ballou Alumni Association (BAA), Inc. and agree to abide by this Code of Conduct Policy.

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Signature Date

Code of Conduct Policy March 19, 2019