

HOBY CODE OF CONDUCT

Updated July 10, 2018

[At the beginning of the program year, to be signed by the affiliate Corporate President (CP) and submitted to the respective DNP; to be signed by ALL volunteers over the age of 18 and submitted to the affiliate CP; to be signed by Board of Trustee members and submit to the Chairman; to be signed by staff and submitted to the CEO. Until the Code of Conduct is signed the individual may not volunteer or work at HOBY in any capacity.]

Hugh O'Brian Youth Leadership ("HOBY") is committed to the highest ideals of youth leadership development and education and expects all representatives to act in a manner that contributes to the overall mission of HOBY, consistently reflects positively on the organization and follows HOBY policies. As a HOBY representative, I accept responsibility to represent HOBY with pride and dignity conducting myself in a professional manner and as a positive role model for HOBY program participants, alumni, volunteers, and the greater public. I agree to adhere to the following standards of conduct.

- I will treat everyone with respect, dignity, patience, integrity and consideration. I will be fair, professional, and honest.
- I will encourage participation of and respect for individuals of diverse backgrounds, cultures, and perspectives, and treat everyone equally.
- I will maintain high standards of moral and ethical conduct that includes self-control and responsible behavior, including respect for the privacy of others. I will be a positive role model.
- I will respect the property of hotels, universities, dormitories, dining facilities, and other venues.
- I will ensure that HOBY is a positive experience for ambassadors, alumni, and volunteers, and will provide the highest quality event possible.
- I will provide for the general welfare, health and safety of any ambassador or alumni in my charge during the course of my assigned duties.
- I will abide by all HOBY rules, standards, policies and guidelines.
- I will obey all local, state and federal laws.
- I will refrain from the use of alcohol, tobacco products and profane language while serving HOBY, particularly while in the presence of youth.
- I will refrain from any form of personal abuse/attacks towards ambassadors, alumni, volunteers, staff, board, and others, including verbal, physical and emotional abuse.
- I will not engage in disloyal, disrespectful, and detrimental conduct to HOBY, including, but not limited to, disloyal, disrespectful, and detrimental conduct by e-mail and on the internet.
- I understand that I am only authorized to represent HOBY as specifically indicated in my position description, or as directed in a written authorization signed by my respective Director of National Programs, or as approved by the President/CEO and/or the Board of Trustees.
- I will perform all duties and responsibilities in a timely and professional manner.
- I understand that HOBY discourages relationships of a romantic or sexual nature between supervisors and those they supervise or volunteers and those they serve. I agree to maintain appropriate relationship boundaries during the course of my volunteer activities/work and agree to speak with a supervisor/staff member should any relationship develop.

I understand that the Code of Conduct applies throughout the year and failure to adhere to any or all parts of this code may result in suspension from my duties and/or termination of my relationship with HOBY.

Signature

Print Name

Date