



UNITED NATIONS ASSOCIATION
OF THE UNITED STATES OF AMERICA

UNA-USA MEMBER AND VOLUNTEER POLICIES

UNA-USA Code of Ethics

The United Nations Association of the USA (UNA-USA) is dedicated to building understanding of and support for the ideals and work of the United Nations among the American people.

This Code of Ethics is established to provide UNA-USA members with guidelines for their professional conduct, observe high standards of business and personal ethics during the meetings & related events and must practice honesty and integrity in fulfilling responsibilities and complying with all applicable laws and regulations. Adherence to these principles is required for maintaining membership.

The Code

Members of staff, members & meeting/event attendees must be committed to observing and promoting the highest standards of ethical conduct during the conference & related events. As such, staff, members, attendees pledge to accept this code as a minimum guideline for ethical conduct and shall:

Accountability

1. Faithfully abide by the UNA-USA Articles of Incorporation.
2. Exercise reasonable care, good faith, and due diligence in interactions & membership affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information or facts that would have significance in decision-making.
5. Remain accountable for prudent fiscal management to the National Council, the UNA-USA management, and nonprofit sector, and where applicable, to government and funding bodies.

Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in UNA-USA activities.
7. Strive to uphold those practices and assist other UNA-USA members & staff 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 UNA- USA.



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Equal Opportunity

9. Ensure that appropriate and effective services are provided without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the state or region represented.
10. Ensure that appropriate and effective services are provided 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 service with UNA-USA.

Collaboration and Cooperation

12. Respect the diversity of opinions as expressed or acted upon by the UNA-USA National Council, committees and membership, employees, and formally register dissent as appropriate.
13. Promote collaboration, cooperation, and partnership among staff members.

General Code of Conduct

As UNA-USA staff member, UNA-USA members, attendees affiliated with UNA-USA, we expect you to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. Therefore, UNA-USA has established basic standards of conduct by which all affiliated must abide. These standards are not intended to create any contractual rights but are designed to promote efficiency, productivity, and cooperation at all UNA-USA events.

It is not possible to list all the forms of behavior that are considered unacceptable. As such, the following list of prohibited conduct is not exclusive and does not purport to include every type of conduct that may result in disciplinary action. However, the list identifies types of conduct that are strictly prohibited and any staff or volunteer who engages in any such conduct will be subject to discipline, up to and including immediate termination of the relationship with UNA-USA.

- Theft or inappropriate removal or possession of UNA-USA property or the property of others
- Falsification of any records (including, but not limited to, personnel data records, expense report records, and safety and production records), or any other dishonesty
- Insubordination
- Disrespectful or abusive conduct



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- Vandalizing, sabotaging, damaging, or removing without authorization any UNA-USA equipment or the property of other affiliates
- Excessive, negligent, unnecessary or unauthorized use of company supplies, particularly for personal purposes
- Possession of any weapon or other dangerous or unauthorized materials
- Conviction of a felony which has a direct relationship to your position
- Failure to cooperate in a UNA-USA investigation
- Actions which constitute discrimination, harassment, bullying or similar abusive conduct, or sexual exploitation or other sexual misconduct.

Reporting Violations

UNA-USA affiliated staff, volunteers, meeting attendees, external partners or vendors can inform their UNA-USA Point of Contact of incidents or violations at any time. They can also utilize UNA-USA's private ethics email address, concerns@unausa.org which is reviewed by the Executive Director and Managing Director.