



Lancaster City Alliance Code of Conduct

Lancaster City Alliance is committed to creating and maintaining an environment in which all individuals are treated with dignity and respect. All employees are expected to perform their roles and duties in compliance with this Code of Conduct and act honestly and ethically at all times.

Non-discrimination - Lancaster City Alliance will not tolerate any form of discrimination on the basis of race, color, national origin, religious affiliation, age, sex, sexual orientation, gender identity or expression, genetic information, disability, or any other classification protected by law.

Sexual or Other Harassment - Lancaster City Alliance prohibits any form of unlawful harassment based on an individual's membership in a protected class, including sexual harassment. Actions, words, jokes or comments based on an individual's race, color, national origin, religion, age, sex, sexual orientation, gender identity or gender expression, pregnancy, genetic information, disability or any other legally protected characteristic, will not be tolerated. This includes any conduct that is severe or pervasive and which creates an intimidating, hostile or offensive work environment or any other conduct in violation of Lancaster City Alliance's anti-harassment policies.

Bullying & Violence- Lancaster City Alliance prohibits bullying and violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against any employee, volunteer, contractor, or the general public.

Drugs & Alcohol - Lancaster City Alliance is committed to maintaining a drug free workplace. The unlawful manufacture, distribution dispensation, possession or use of a controlled substance is prohibited within the workplace, sponsored event or in the field. The unauthorized possession, use or distribution of alcoholic beverages at the workplace or in the field is also prohibited. For further details, please reference Lancaster City Alliance's Drug and Alcohol Policy.

Media Communications - Lancaster City Alliance is dedicated to fostering a respectful dialog in all of our communications, especially on social media platforms, and with media organizations/representatives. Employees, Directors, and volunteers are expected not to engage in communication that could reflect negatively upon the organization. Lancaster City Alliance respects the rights of individuals to use social media platforms as a form of self-expression. It is important that all employees and volunteers are aware of the implications of engaging in forms of social media and online conversations that reference Lancaster City Alliance, and that employees and volunteers recognize when the organization might be held responsible for their behavior. Only approved employees are permitted to speak on behalf of Lancaster City Alliance to media organizations/representatives.

Confidential Information - All employees must maintain confidential information in accordance with applicable law and ethical standards. Confidential information includes, but is not limited to, all information not generally known to the public, in spoken, printed, electronic or any other form or medium. Examples include, but are not limited to, financial information, legal information, marketing information, access to internal resources, and sharing of internal documents.

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Conflicts of Interest – No employee shall enter into any business relationship with any other person or entity which may create a conflict between that relationship and their duties to Lancaster City Alliance. Further, no employee should place themselves in a position in which personal interest, financial or otherwise, might influence or may reasonably be perceived to influence, any action they may take, or advice they may render, on behalf of Lancaster City Alliance.

All employees are required to sign Lancaster City Alliance’s Conflict of Interest Policy and to disclose the existence of any financial and/or non-financial interest.

Lobbying & Political Activity – All employees must refrain from engaging in any activity that could jeopardize the tax-exempt status of Lancaster City Alliance, including a variety of lobbying and political activities. It is important to separate personal and organizational political activities to comply with the appropriate rules and regulations relating to lobbying or attempting to influence government officials.

Responsibility to Report Violations – Lancaster City Alliance expects each Individual to whom this Code of Conduct applies to abide by the principles and standards set forth herein and to conduct the business and affairs of Lancaster City Alliance in a manner consistent with these statements and principles. Each employee has an individual responsibility for reporting any activity by a colleague, volunteer, subcontractor, or vendor who appears to violate applicable laws, rules, regulations, or this Code of Conduct to their supervisor, manager, or Board President. We expect all individuals to cooperate with investigation efforts.

No Retaliation- Lancaster City Alliance prohibits retaliation against any employee or volunteer who reports or participates in an investigation of a possible violation of our Code, policies, or the law.

Violations/Misconduct- Failure to abide by this Code of Conduct, or the policies and procedures that this Code of Conduct represents, may lead to disciplinary action. Discipline may range from verbal correction to termination or removal.

ACCEPTANCE, I, the undersigned, have read understand, and agree to abide by the terms of this code of conduct.

Printed Name: _____

Signature: _____ **Date:** _____

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