



Code of Conduct

BEEGINS WITH YOU (BWY) expects all stakeholders, including but not limited to, its' staff, board members, and volunteers to always conduct themselves in a manner consistent with the highest professional and ethical standards. BWY's Code of Conduct, which emphasizes several different policies, is set forth below. No policy can address every plausible professional or ethical situation. Ultimately, therefore, BWY relies on the good judgment, integrity, and honesty of its staff and directors to ensure it addresses all situations in a legal, ethical, and professional fashion and in compliance with the applicable policy.

I. Ethical Conduct

BEEGINS WITH YOU believes everyone should work in an environment where they are treated with dignity and respect. Our foundation is committed to creating such an environment for all stakeholders and program participants. BWY expects its staff to hold to these principals in everyday life and treat all they encounter as they wish to be treated themselves.

BWY is committed to providing a workplace that is free of discrimination of all types and from abusive, offensive or harassing behavior. Any staff member who feels harassed or discriminated against should report the incident immediately.

All BWY staff are also expected to support an inclusive workplace by adhering to the following conduct standards:

- *Treat others with dignity and respect at all times.*
- *Address and report inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive or unwelcome.*
- *Foster teamwork participation, encouraging the representation of different perspectives.*
- *Seek out insights from those with different experiences, perspectives and backgrounds.*
- *Avoid slang or idioms that might not translate across cultures.*

- *Confront the decisions or behaviors of others that are based on conscious or unconscious biases.*
- *Be open-minded and listen when given constructive feedback regarding others' perception of your conduct.*

BWY will not tolerate discrimination, harassment or any behavior or language that is abusive, offensive, or unwelcome.

II. Sexual Harassment

BEEGINS WITH YOU is committed to maintaining a healthy, supportive environment that is free of harassment and of retaliation for any concerns that may be raised. BWY strongly disapproves of and prohibits harassment based on an individual's gender, race, pregnancy, color, religion, national origin, age, sexual orientation, gender expression or identity, tribe, caste, disability, genetic information, or any other characteristic specific to that individual.

Harassment is prohibited by and against all employees, applicants, and third parties (including visitors, vendors, independent contractors, grantees, customers, and clients). Prohibited harassment can be verbal, non-verbal, physical, or visual representations (such as pictures, drawings, videos, movies, GIFs, emojis, and similar items), and may occur at or outside of work. It includes harassment in person, by phone, computer, tablets, letters, text (and platforms that allow for text messaging), social media platforms, and at social functions (whether or not BWY sponsored).

BWY has a strict zero tolerance policy against all forms of sexual harassment. All violators will be held accountable.

Sexual harassment includes but is not limited to:

- *Unwelcome sexual advances or unwelcome conduct of a sexual nature.*
- *Requests for sexual favors or conduct of a sexual nature such as verbal, visual, or physical conduct when*
 - *Submission to or rejection of such advances or conduct is made either explicitly or implicitly a term or condition of an individual's employment, or*
 - *As the basis for any employment decision affecting the individual, or*
 - *Such advances or conduct have the purpose or the effect of substantially interfering with the affected individual's work*

performance or to create an intimidating, hostile or offensive work environment (even if the individual who complains of it is not the intended target of the sexual harassment).

- *Sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual's employment position.*
- *Lewd or sexually suggestive comments, gestures, or actions.*
- *Explicit sexual propositions.*
- *Sexual innuendo.*
- *Foul or obscene sexual language or gestures.*
- *Sexually oriented "kidding," "teasing," or "practical jokes"; Jokes or slurs about gender-specific traits.*
- *Display of foul, obscene, or sexually explicit printed or visual material, including pictures, greeting cards, articles, books, magazines, photos, or cartoons.*
- *Physical contact such as patting, pinching, or intentionally brushing against another's body; or*
- *Slurs, jokes or degrading comments concerning sexual preferences, orientation or gender identity or expression.*

In addition, our foundation specifically prohibits the access, copying, download or dissemination of documents and information which violate this Policy, including but not limited to sexually explicit, graphic, or demeaning materials, messages, statements, or photos, via all Foundation-related technology and communications systems (including but not limited to email, voicemail, internet, smart phones, computers, etc.) and otherwise in the workplace.

III. Campaigning and Political Activity

From time to time, staff BWY may be asked in their individual capacities to become involved in the political campaigns of various candidates, to sign petitions on behalf of various candidates or causes, or to otherwise support candidates or causes. The purpose of this policy is to provide some guidance regarding BWY's position concerning these types of activities to prevent potential legal liability to BEEGINS WITH YOU.

BWY is prohibited from engaging in lobbying activities with respect to legislation or campaign activities on behalf of a particular participant or candidate. There are very strict requirements and harsh penalties should BWY be discovered to be in violation of these restrictions, and we make every effort to ensure that we do not violate these requirements.

As private citizens, staff have First Amendment and other constitutional rights that they may choose to exercise, and BWY values and encourages civic participation as a part of a healthy democracy. BWY has no interest, desire or right to burden or interfere with the exercise of such rights so long as the exercise of such rights does not jeopardize BWY or encroach unfairly on rights of other BWY staff. It is also vital that in exercising constitutional rights, staff are careful not to have their activities viewed as activities of BWY. All staff must be aware of the possibility that their affiliation with BWY may be misused by some groups or individuals.

It is the policy of BEEGINS WITH YOU that staff member's affiliation with BWY should not be expressed in individual political activity (for example, signing statements, petitions, or letters) as that may be misinterpreted, misused or abused by people. Therefore, if a staff member become involved on behalf of a candidate or engage in political activity, such as signing petitions, etc., they should be careful to make sure BWY's name is not connected with the activity or statement. In general, all staff should take reasonable steps to avoid being identified as part of BWY in connection with individual activities.

Compliance will most often require utilization of common sense that, hopefully, will be obvious. You should not use BWY letterhead in writing letters or soliciting contributions for candidates or causes. It may be appropriate, in drafting letters, for you to stress that the views are your individual views and not necessarily the views of BEEGINS WITH YOU. Other resources of BWY (such as computers, phones, etc.) are intended for business use.

IV. Reporting Violations of Code of Conduct

BEEGINS WITH YOU is committed to lawful and ethical behavior in all our activities. We expect staff to conduct themselves in compliance with all applicable laws and regulations and with the highest integrity. All staff of BWY who become aware of any improprieties or have any concerns, should report them in accordance with this policy.

We have established several different avenues for staff to report any concerns regarding the propriety or legality of any action contemplated to be taken or that has been taken by Beegins With You Foundation, including any financial improprieties. An employee with any such concerns should take one or more of the following actions:

- Promptly advise the Executive Director and /or Chairman of the Board
- Promptly bring to the attention of any Board of Directors member.

BEEGINS WITH YOU is committed to investigating promptly any concerns reported. Staff who choose to report anonymously should keep in mind, that if their identities are not known, it may be more difficult to conduct a thorough investigation or provide protection against claims of retaliation. An anonymous allegation will not alone provide a basis for disciplinary action against a person named in the allegation. An investigation of an anonymous allegation will serve as a basis for a disciplinary or other action only if it provides evidence that corroborates an anonymous allegation.

Every effort will be made to investigate a report by a staff member as discretely as possible and to protect confidentiality as best as possible under the circumstances. The identity of the person conveying the concern (if not made anonymously) will be conveyed to other BWY personnel or counsel retained by BWY, only on a need-to-know basis to permit an investigation to be undertaken (if appropriate) and to respond to the concerns expressed.

BEEGINS WITH YOU cannot promise complete confidentiality in every instance. Circumstances in which BWY cannot assure absolute confidentiality includes instances (i) where the staff member expressing the concern consents to disclosure; (ii) the allegations made were knowingly false or made with reckless disregard whether they were true or false; (iii) there is a risk of imminent danger or serious harm to other individuals; and (iv) BWY is required to disclose the information by law. BWY will inform the person expressing the concern regarding the limitations on confidentiality at the earliest opportunity.

No staff member will be discharged, threatened, or discriminated against in any manner for reporting in good faith what they perceive to be wrongdoing, violations of law, or unethical conduct or in cooperating with any such investigation.

By signing below, all parties agree to have read and are committed to the requirements outlined in this Code of Conduct document.

Print Name _____

Signature _____

Date _____