

# CODE OF PROFESSIONAL CONDUCT

---



## THE AMERICAN LEGION DEPARTMENT OF CALIFORNIA

**All Legion Members, Officers, Commissioners, Committee Members and Employees of The American Legion Department of California Shall, At All Times:**

### **General**

- Be open and honest in all relationships with Legionnaires, employees and others.
- Never compromise the reputation or good of The American Legion by dishonest, disreputable, questionable or illegal behavior.

### **Integrity**

- Avoid actual or apparent conflicts of interest. Advise all appropriate parties of any potential conflicts prior to taking any actions.
- Never engage in activities that would prejudice the ethical performance of job responsibilities.
- Refuse any gift, favor or hospitality that would influence or appear to influence actions, unless such item is fully disclosed to and approved by the leadership of The Department prior to the fact.
- Never solicit or accept any personal or family fee, commission, gift, gratuity, discount or loan for performing job duties, providing services or rendering judgments or opinions.
- Pursue and promote fair and equitable practices and oppose discrimination which is based upon gender, age, race, religious creed, national origin, sexual orientation, physical disability, marital, parental or Veteran status (as defined by the Bylaws of The American Legion).
- Endeavor to foster a work and operational environment founded on respect and dignity and free of sexual harassment.

### **Objectivity**

- Communicate all information accurately, fairly and objectively.
- Fully disclose all known information that would be material to a particular management or financial decision.
- Fully disclose all relevant information required for an intended user to understand management reports, employee communications, business recommendations and comments.

### **Competence**

- Maintain an appropriate level of professional competence and enhance existing skills through ongoing professional education programs, peer group associations and self training.
- Recognize and communicate professional limitations or other constraints that would preclude responsible judgment or successful performance of an activity.
- Ensure that delegated tasks are responsibly assigned and competently performed.

## CODE OF PROFESSIONAL CONDUCT

---

- Make every effort to ensure that subordinates have necessary skills and levels of competence and support.

### **Independence**

- Ensure that all personal political activities are separated from The American Legion.
- Never make investments which would provide personal benefit based upon insider knowledge.
- Exercise prudence and restraint in personal affairs, including speculative investment and margin accounts, in order to avoid debts and other financial obligations which could compromise independence and professional judgment.

### **Professional Responsibility**

- Promulgate a positive image of The American Legion to all persons at all times.
- Remember that you represent the Legionnaires of The Department of California and Legionnaires throughout the world and all actions should be accomplished accordingly.
- Exercise reasonable diligence in gathering business data and information from internal and external sources and in reporting that information in a manner which facilitates informed decision-making.
- Have the professional objectivity to seek assistance should assigned tasks and/or activities prove to be beyond personal capabilities.

### **Confidentiality**

- Never disclose confidential information acquired in the course of service with The American Legion except when legally obligated to do so.
- Inform subordinates that confidentiality of information acquired in the course of their work is essential, and monitor their activities to ensure that confidentiality is maintained.
- Ensure that all confidential and proprietary information acquired in the course of duty is used solely for legal and ethical purposes, is not provided to unauthorized persons, and is not used for the purpose of furthering a private interest or making a personal profit.

### **Service**

- Perform duties in good faith in a manner believed to be in the best interests of The American Legion.
- Perform duties only within assigned authority and with respect to the authority of others.
- Accomplish assigned tasks in a timely manner.
- Promote and monitor guidelines for program development and marketing activities to ensure that those activities are appropriate.

This Code of Professional Conduct was adopted by The American Legion Department of California, in Convention Assembled in Bakersfield, California, June 20 - 22, 2008.