Code of Ethics and Conduct

United Nations Association Broward County Chapter (UNA Broward)

UNA-USA, a Project of the Better World Fund (BWF) and in close collaboration with the United Nations Foundation (UNF), acts to inform, inspire and mobilize people who live in the United States to support the principles and vital work of the United Nations and to strengthen the United Nations system. UNA-USA encourages U.S. leadership to work constructively through the United Nations and encourages everyone to achieve the goals of the United Nations Charter.

As a Chapter of UNA-USA, UNA Broward County Chapter educates people within its jurisdiction about the invaluable work of the United Nations, raises funds locally, and carries out local education and advocacy activities related to the United Nations.

This Code of Ethics by UNA Broward County Chapter is based upon the Code of Ethics documented by the UNF and is meant to provide UNA Broward County members with guidelines for their professional conduct, observe high standards of business and personal ethics during the meetings & related events, practice honesty and integrity in fulfilling responsibilities, and, comply with all applicable laws and regulations. Adherence to these principles is required for maintaining membership.

THE CODE OF ETHICS

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

Accountability

1. Faithfully abide by the Articles of Incorporation, By-Laws, and policies of UNA Broward County Chapter
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 UNA Broward County Chapter, the National Council, the UNF 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 Broward County Chapter activities.
7. Strive to uphold those practices and assist other UNA Broward County Chapter members 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 their personal benefit,

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 Broward County Chapter, UNA - USA or UNF.

Collaboration and Cooperation

12. Respect the diversity of opinions as expressed or acted upon by the UNA Broward County Chapter board, committees and membership, officers and employees, and formally register dissent as appropriate.
13. Promote collaboration, cooperation, and partnership among staff members.

GENERAL CODE OF CONDUCT

Broward County UNF staff members, UNA-USA members and attendees affiliated with UNA-USA/UNF 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, UNF has established basic standards of conduct by which all those 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 Broward County Chapter, UNA-USA, or UNF 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 Broward County Chapter.

- Theft or inappropriate removal or possession of UNA Broward County Chapter 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
- Vandalizing, sabotaging, damaging, or removing without authorization any UNA Broward County Chapter 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 Broward County Chapter Investigation

- Actions which constitute discrimination, harassment, bullying or similar abusive conduct, or sexual exploitation or other sexual misconduct.

Reporting and Resolving Violations

UNA Broward County Chapter Board of Directors, Chapter members, affiliated staff, volunteers, meeting attendees, external partners or vendors meeting/event attendees can report to UNA Broward County Chapter Point of Contact of incidents or violations at any time. They can also utilize UNA Broward County Chapter's email address, unabroward2020@gmail.com and copy the current President. Consistent with the bylaws, the complaint lodged is first reviewed by UNA Broward County Chapter's Executive Committee (EC). Every attempt to resolve the matter must be taken first at the chapter level by the UNA Broward County Chapter EC. If the recommendation proposed is found unsatisfactory and cannot be resolved through alternate solutions locally, only then may the matter be escalated to the UNA - USA/ UNF at concerns@unfoundation.org which is reviewed by the Chief Operating Officer and the Vice President, People & Culture (HR).