

## **BENNETT COLLEGE NATIONAL ALUMNAE ASSOCIATION**

### **CODE OF ETHICS**

Bennett College National Alumnae Association (BCNAA) is committed to achieving the highest standards of professionalism and ethical conduct in its operations and activities. This policy is intended to increase awareness of potential conflicts of interest and establish a procedure for reporting them.

#### **Conflict of Interest**

Volunteers and employees should always act in the best interest of BCNAA and not permit outside interests to interfere with their duties.

For purposes of this policy, a potential conflict of interest occurs when a volunteer or employee's outside interests (for example, financial or personal interests) interfere with BCNAA's interests or the volunteer's or employee's work-related duties. For example, a conflict of interest can occur when a volunteer or employee is in a position to influence a decision that may result in a personal gain for the volunteer or employee or the volunteer's or employee's family member as a result of BCNAA's business dealings.

If you have a question about whether a situation is a potential conflict of interest, please contact BCNAA's board of directors (the "**Board of Directors**").

#### **Favors and Gifts**

Business decisions should be made in the best interests of BCNAA. BCNAA prohibits volunteers or employees from seeking or accepting any gifts, favors, entertainment, payment, or loans for themselves or their family members from any donor, vendor, contractor or other party doing business with BCNAA. Cash should never be accepted.

BCNAA also prohibits volunteers or employees from giving any gifts or favors to any donor, vendor, contractor or other party doing business with BCNAA. Volunteers or employees who wish to provide tickets to potential or actual donors should obtain prior approval from the Board of Directors.

If a volunteer or employee violates this policy, BCNAA will take prompt corrective action, including discipline, if appropriate.

#### **Reporting Procedure**

If you become aware of any potential conflict of interest or ethical concern regarding yourself or another volunteer or employee at BCNAA, you must promptly speak to, write, or otherwise contact the Board of Directors as soon as possible. You should be as detailed as possible. BCNAA will directly and thoroughly investigate all concerns regarding conflicts of interest. BCNAA will determine whether a conflict of interest exists and what action should be taken.

**No Retaliation**

BCNAA prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a potential conflict of interest or violation of this policy or cooperating in related investigations.

**Administration of This Policy**

The Board of Directors is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about conflicts of interest that are not addressed in this policy, please contact the Board of Directors.

[signature page follows]

**Acknowledgment of Receipt and Review**

I, \_\_\_\_\_ (volunteer or employee name), acknowledge that on \_\_\_\_\_ (date), I received a copy of BCNAA’s Code of Ethics and that I read it, understood it, and agree to comply with it. I understand that BCNAA has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time with or without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. Changes can only be made if approved in writing by the Board of Directors. I also understand that any delay or failure by BCNAA to enforce any work policy or rule will not constitute a waiver of BCNAA's right to do so in the future. I understand that neither this policy nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized BCNAA representative, **I am employed at will and this policy does not modify my at-will employment status.** If I have a written employment agreement signed by an authorized BCNAA representative and this policy conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will control.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date