

## ***People First of Nebraska, Inc.***

*(PFN)*

### **Code of Conduct**

PFN is the only statewide organization run for and by people with disabilities in Nebraska. It is important that PFN has a good reputation. Board Members and state advisors are expected to behave well and represent PFN as professionals. Behavior that makes PFN look bad in the community will not be allowed. This may include, but is not limited to public intoxication, fighting or yelling in public places, sexual activity or public affection (beyond simple hand-holding, brief kisses, or quick hugs).

#### **1.) Prohibition against Profiting from PFN and Conflicts of Interest**

It is the duty of every Board Member to make sure that their decisions are their own – that no one else is trying to tell them or force them to vote a certain way or what to say.

No member of the PFN Board or its state advisors will get any personal profit because s/he serves on the PFN Board. Members of the Board and state advisors will avoid any conflicts of interest in their personal or business lives with their duties in PFN.

Sometimes, conflicts still happen. When there is a decision to be made about PFN that will conflict with a Board Member or state advisor's personal interests, that Board Member or state advisor must tell the Board about the conflict right away. That statement will be recorded in the meeting minutes. Any Board Member or state advisor that has a conflict of interest on a matter will not talk about that matter or vote on the issue.

#### **2. Confidentiality**

Confidential financial, personnel, and other matters about PFN, its officers, advisors, coordinators, and sponsors may be included in board materials or discussed at meetings. Board members should not discuss this confidential information with anyone.

#### **3. Active Participation**

Board members are expected to perform their duties as honorable professionals and as team players. This includes:

- Remembering that you are the voice for other people with disabilities who have no voice. You do not just represent yourself.
- Making attendance at all meetings of the board a high priority.
- Participating in committees that you have agreed to be a part of.
- Checking e-mail every day and replying to requests as soon as possible
- Being prepared to discuss the business on the meeting agenda. Having read all handouts and materials.
- Cooperating with and respecting the opinions of other Board Members, and leaving personal prejudices out of all board discussions.
- Supporting decisions of the Board even when you personally do not agree with the decision.
- Putting the interests of PFN above personal interests.
- Showing respect and polite behavior in all Board and committee meetings.
- Representing the organization in a positive and professional way all the time and in all places.

#### 4. Character

- I will not make inappropriate or unwanted physical, verbal, or sexual advances on others, including using social media (ie: Texting, Tweeting, Facebook, Instagram, etc.).
- I will not make any negative statements about other PFN member, staff or statewide advisors which includes social media such as Facebook, Twitter, My Space, texting. etc.
- I will not smoke in non-smoking areas.
- I will not use illegal drugs.
- I will not drink alcohol underage nor exhibit public intoxication at PFN activities.
- I will obey all laws and PFN rules and code of conduct.
- I understand that if I do not obey or violate the PFN 'Code of Conduct', I will be subject to a range of consequences by PFN or my local chapter, up to and including not being allowed to participate in any events, meetings, holding office, conferences/conventions or any other consequence deemed necessary by the Executive Board of PFN.

Member Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

Member or Parent/Guardian Signature: \_\_\_\_\_

President PFN: \_\_\_\_\_

Date: \_\_\_\_\_