

Dear Member,

Welcome to Impact 100 Jersey Coast! We are committed to ensuring all of our members have the best experience possible. In order to ensure the stability of our organization, as well as to protect our individual members in the course of their engagement on behalf of Impact, we designed the following Code of Conduct to outline some broad expectations and key protections to which we are mutually committed. The Code of Conduct outlines best practices expected of members at all levels of the organization. It aims to answer any questions before an issue arises, allow us to be fair and consistent, and ultimately settle any conflicts that may come up during daily operations. Should you have any questions about our Code of Conduct now, or at any time while you are a member, feel free to reach out to ops@impact100jc.org.

IMPACT 100 JERSEY COAST CODE OF CONDUCT FOR MEMBERS AND VOLUNTEERS

The purpose of this Code of Conduct is to lay out the standards to be adhered to by all members and volunteers. All members and volunteers should ensure that they have read and comply with this Code of Conduct.

Members and Volunteers should maintain the highest standards by:

- Fulfilling their role as outlined in any written or verbal agreement (including documents such as membership sign up forms or volunteer role descriptions) to a satisfactory standard
- Performing their role to the best of their ability in a safe, efficient and competent way;
- Following Impact 100 Jersey Coast's policies, procedures, and values, as well as any instructions or directions reasonably given to them;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Raising concerns about possible wrongdoing witnessed in the course of their role with Impact 100 Jersey Coast with any member of the leadership or by emailing ops@impact100jc.org;
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made;
- Acting in a way that supports and fosters the mission, purpose and values of the organization and that enhances its work;
- Communicating respectfully and honestly at all times;
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people ;

- Reporting any health and safety concerns by emailing ops@impact100jc.org;
- Directing any questions regarding Impact 100 Jersey Coast's policies, procedures, support or supervision to any member of the leadership or by emailing ops@impact100jc.org;
- Addressing any issues or difficulties about any aspect of their role or how they are managed by contacting their immediate supervisor, contacting Impact 100 Jersey Coast leadership, or by emailing ops@impact100jc.org;
- Declaring any interests that may conflict with their role or the work of Impact 100 Jersey Coast (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, volunteers may seek guidance from Impact 100 Jersey Coast leadership or by emailing ops@impact100jc.org;
- Keeping confidential matters confidential;
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with Impact 100 Jersey Coast returning any such documents, material or device in their possession;
- Seeking authorization before communicating externally on behalf of Impact 100 Jersey Coast from one of the Co-Presidents or the relevant Department Chair.

Volunteers and members are prohibited from:

- Bringing Impact 100 Jersey Coast into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- Using the logo or letterhead in any writing for a matter not solely designed to promote Impact 100 Jersey Coast in a positive manner;
- Posting on IMPACT 100 JERSEY COAST SOCIAL PLATFORMS unless such post is directly approved or directed by the committee charged with maintaining such platform;
- Tagging Impact 100 Jersey Coast social media with any material which may directly or indirectly negatively affect a member, volunteer, donor, or benefactor of the mission of Impact 100 Jersey Coast;
- Seeking or accepting any gifts, rewards, benefits or hospitality in the course of their role;
- Engaging in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, or race);
- Being affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities in a particular position/role while volunteering;

- Providing a false or misleading statement, declaration, document, record or claim in respect of Impact 100 Jersey Coast, its volunteers, employees or charity trustees;
- Engaging in any activity that may damage property;
- Taking unauthorized possession of property that does not belong to them.
- Engaging in illegal activity while carrying out their role.
- Improperly disclosing during or after their involvement with Impact 100 Jersey Coast ends, confidential information gained in the course of their role with Impact 100 Jersey Coast.

Where a member or volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of Impact 100 Jersey Coast's other policies and procedures this may result in their membership and/or volunteer position being terminated, a forfeiture of their annual membership fee, and/or a loss of voting rights even if the membership is not terminated. Notwithstanding the foregoing, volunteers should note that Impact 100 Jersey Coast may terminate a membership or volunteer's position without cause.

Volunteers acknowledge that no employment relationship is created in the context of their role with Impact 100 Jersey Coast.

The Impact 100 Jersey Coast Advisory Group will review the Code of Conduct for Members and Volunteers as appropriate.