



FBINCAAA Member Code of Conduct

The FBINCAAA Code of Conduct (hereafter the “Code”) sets out expectations of proper behavior for the people affiliated with the Association. The Code applies to everyone associated with the FBI Citizens Academy Alumni Association at every level—national and local—and governs members of the Board, staff, and volunteers alike. The Code encourages ethical behavior, accountability and transparency, helps guide uniform decision making, while discouraging unethical or improper behavior and actions.

OUR CODE OF CONDUCT

At its foundation, our Code of Conduct is steeped in the values that we hold as an organization. These standards are the rule by which we judge and measure ourselves.

FBINCAAA Core Standards:

1. **Integrity:** We will act with personal and professional integrity.
2. **Respect:** We will treat all people with fairness and dignity, and support and protect diversity.
3. **Loyalty:** We will be loyal to the FBINCAAA and its mission.
4. **Confidentiality:** We will protect confidential information.
5. **Responsibility:** We will promote good stewardship and manage our resources responsibly.
6. **Fundraising:** We will promote personal giving and participation in raising funds for the Association.
7. **Transparency:** We will be open and candid about our activities and operations.
8. **Governance:** We will govern carefully and honestly to advance the mission of the FBINCAAA.
9. **Compliance:** We will comply with our Code, the bylaws, rules, and regulations of the FBINCAAA, as well as federal, state, and local laws.
10. **Duty:** We will seek guidance concerning, and report breaches of, our Code.

Our Standards in Action --What do they mean in practice?

1. Integrity

- We will act with personal and professional integrity.
- We will be accurate, fair, and timely in our communications.
- We will communicate candidly, honestly, and openly in the statement of any material facts related to our official duties and activities.
- We will strive to achieve the highest standards of performance, service, and excellence.
- We will have the courage to suggest improvements when circumstances warrant it.
- We will keep our promises.

2. Respect

- We will treat all people with fairness and dignity, and support and protect diversity.
- We will refuse to engage in any form of discrimination or harassment.
- We will listen carefully and recognize that healthy diversity means diverse points of view.
- We will treat others equitably without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation, or disability.

3. Loyalty

- Loyalty
 - We will be loyal to the FBINCAAA and its mission — not to any particular individual or group of individuals.
 - We will not engage in any conduct that would undermine the public's trust or would tarnish the reputation of the FBINCAAA.
 - We will not engage in any activity or relationship that would create a potential or actual conflict of interest that would adversely affect our ability to faithfully and loyally perform our service to the FBINCAAA.
- Gifts
 - We will not solicit or accept gifts unless the item is excluded from the definition of a gift or falls within a defined exception.
 - We will not solicit or coerce the offering of a gift, accept a gift in return for being influenced in the performance of an official act, or accept frequent gifts (even of a small value) such that a reasonable person is likely to conclude the individual is using his or her position for private gain.
- Nepotism
 - FBINCAAA generally will not employ family members of existing employees or volunteers in leadership positions. Exceptions may be made only if there are special circumstances that are in the best interests of the FBINCAAA.
 - We will not have management or supervisory authority over a family member.
- Misuse of Position

- We will not use our position for private gain, for the endorsement of any product, or for the private gain of any other person or enterprise.
- We will not endorse a particular candidate or political party on behalf of the FBINCAAA.
- Restrictions on Former Employees and Volunteers
 - We are aware that the duty of loyalty to the organization continues even after the formal employment or volunteer relationship has ended.
 - We will not use confidential information gained in the course of our association with the FBINCAAA for our personal gain either during or after our relationship with the organization ends.
- Vendor Relationships
 - We will treat vendors fairly and avoid favoritism.
 - We will offer vendors the opportunity to offer or qualify their products or services on a fair and competitive basis.
 - We will refrain from influencing the selection of vendors who are family members or personal friends or are affiliated with, employ, or are employed by a person with whom they have a relationship that would create a potential or real conflict of interest.
- Full Disclosure
 - We will make full disclosure of all potential and actual conflicts of interest.
 - We will abide by the operative rule of thumb: “when in doubt — disclose.”

4. Confidentiality

- We will protect confidential information.
- We will respect the privacy of others and private information.
- We ensure that our computer and management information systems are protected from unauthorized use.
- We will respect the privacy of donors and safeguard the confidentiality of information that a donor reasonably would expect to be private.
- We will make the annual IRS Form 990 tax return and exempt application of the FBINCAAA available for public inspection, as required by law. In doing so, we will ensure that the portions of the Form 990 tax return, that are not available for public inspection, are so designated.

5. Responsibility

- We will maintain accurate financial records and report our financial results in an accurate and timely manner.
- We will be honest and faithful fiduciaries and protect the funds entrusted to us.
- We will comply with all limitations on incurring expenses in the course of authorized activities for the FBINCAAA and will not seek or receive reimbursement for expenses not incurred.
- We will adopt a procedure for the selection of outside vendors that ensures a fair price and avoids any conflict of interest.
- We will provide employees and volunteers with a confidential means to report suspected financial impropriety or misuse of FBINCAAA’s resources.

- We will establish a FBINCAAA ethics committee.

6. Fundraising

- We will promote personal giving.
- We will make our fundraising costs a matter of public record.
- We will use accurate, truthful solicitation and promotional materials.

7. Transparency

- We will openly, candidly, and transparently report its activities and operations.
- We will publish and widely disseminate an annual report that will convey information to the public in at least seven critical areas: 1) the FBINCAAA's board members and staff leadership; 2) the mission, goals, and core standards of the organization; 3) the central governance structure and mechanisms of the organization; 4) the organization's programmatic activities and achievements; 5) financial statements; 6) a list of major donors with appropriate anonymous citations when so requested; and 7) a fundraising section, which includes campaign revenues, overhead costs — including how costs are recovered, fee arrangements, and special grants.
- We will provide members of the public who express an interest in the affairs of the organization with a meaningful opportunity to communicate with an appropriate representative of the FBINCAAA.
- We will make available for public inspection a copy of its annual report and its most recent IRS Form 990 filings, as well as a copy of its exempt status application.

8. Governance

- We will strive for excellence and professionalism in all FBINCAAA-related activities.
- We will commit ourselves to the mission of the FBINCAAA, and competently, efficiently, and professionally perform the duties and tasks we agreed to assume.
- We will work cooperatively with each other, always striving to be united in our actions and decisions.
- We will support the final decisions of the board — even if we may disagree with them.
- We will fully and candidly discuss issues entrusted to us and respect others' viewpoints.
- We will invest in the education and training of our board, employees, and volunteers as a means of ensuring excellence in operations, service, and programs.
- We will provide a genuine opportunity to all qualified applicants for board, staff, or volunteer positions. Position announcements will be communicated in advance and all qualified applicants will be given an opportunity to apply and be considered.
- We will provide new employees, board members, and volunteers with a clear and meaningful orientation to the mission of the FBINCAAA, its policies and procedures, Code of Conduct, job description, and overall performance expectations.

9. Compliance

- We will establish and implement systems to ensure that we comply with all applicable federal, state, and local laws.
- We will periodically conduct an internal review of our compliance with known existing legal, regulatory, and financial reporting requirements and provide a report of the results to the board of directors.
- We will consider noncompliance with applicable laws to be an offense subject to disciplinary measures.

10. Duty

- We will seek guidance concerning the Code, its implications, and its application to our actions and decisions.
- We will report potential or actual breaches of the Code.
- We will treat reports of potential or actual breaches of the Code or laws as confidentially as the law will allow. If absolute confidentiality cannot be maintained, the individual disclosing the potential or actual breach will be notified.
- Retaliation against an individual or group who reports a potential or actual breach of the Code is an independent violation of this Code and will not be tolerated. (See **Appendix F** “Whistleblower Policy”).
- We will make all reasonable efforts to fairly, and in a timely manner, investigate and resolve all reports concerning potential or actual breaches of the Code.