

ALDHA Board, Volunteer & Staff Code of Conduct

Effective Date: August 3, 2025

Approved by: ALDHA Board of Directors

1. Purpose

This policy establishes expectations for ethical behavior, professionalism, and accountability among ALDHA board, volunteers and staff.

2. Scope

Applies to all individuals representing ALDHA, including board members, volunteers, and staff.

3. Ethical Standards & Integrity

- Act with honesty, integrity, and transparency in all ALDHA-related activities.
- Avoid conflicts of interest and disclose any potential ethical concerns.
- Uphold ALDHA's mission and values in interactions with members and the public.

4. Respect & Inclusivity

- Treat all individuals with dignity, respect, and fairness.
- Foster an inclusive environment free from discrimination or harassment.
- Use appropriate language and behavior in all communications.

5. Confidentiality & Data Protection

- Maintain confidentiality regarding sensitive ALDHA information.
- Protect member and donor data in accordance with privacy regulations.
- Do not share proprietary or confidential materials without authorization.

6. Professional Conduct & Accountability

- Fulfill assigned responsibilities in a timely and professional manner.
- Follow ALDHA policies, procedures, and guidelines.
- Report concerns or violations to the appropriate board member or supervisor.

7. Use of ALDHA Property & Resources

- Use ALDHA-owned equipment and supplies responsibly.
- Ensure that organizational resources are used only for ALDHA-related activities.
- Return any assigned property upon departure from the organization.

8. Compliance & Enforcement

- Violations of this Code of Conduct may result in disciplinary action, including removal from board, volunteer or staff roles.
- ALDHA reserves the right to update this policy as needed.

9. Acknowledgment & Agreement

All volunteers and staff must sign an acknowledgment form confirming their understanding and commitment to this Code of Conduct.