

713 Staff Code of Ethical Conduct

Effective Date: 6/29/09

The following rules and standards of conduct have been developed for the safe and efficient operation of the NAWCC and for the benefit and protection of the rights and safety of all. NAWCC employees are expected to observe the highest standards of professional conduct at all times, while at work or when engaged in NAWCC business.

- **Obey all laws, rules, and regulations governing our business.**

The NAWCC is subject to federal laws and regulations and the laws and regulations of the Commonwealth of Pennsylvania. It is the policy of NAWCC that all laws, rules, and regulations are complied with fully and completely. If it is unclear whether an action or activity is a legal or ethical violation, contact the NAWCC's human resource department immediately for advice. Any incident or situation that violates the law or this policy should be immediately reported to the executive director and/or human resources.

- **Be honest, truthful, fair, and trustworthy in all NAWCC activities and relationships.**

The NAWCC expects each of its employees to treat members, suppliers, and fellow employees with respect and honesty. This includes providing information that is accurate, complete, objective, timely, relevant, and understandable.

- **Respect and protect NAWCC assets.**

Assets are anything of value owned by the NAWCC. All NAWCC employees are expected to be the custodian of those assets. Employees are responsible to maintain company assets in good condition and to protect them from loss. This includes real assets and equipment of all kinds. It also includes so-called "soft assets" such as intellectual property, member lists, and other confidential information owned by the Association. NAWCC assets of any kind, including such assets as telephones, PCs, email, copiers, and faxes, should not be used for personal benefit.

- **Avoid all conflicts of interest between work and your personal affairs.**

All NAWCC employees are expected to act with total objectivity with regard to NAWCC's business. Accordingly, it is improper for an NAWCC employee to be in a position where their personal interests conflict, or appear to conflict, with NAWCC interests. NAWCC employees should not use their position with the NAWCC to influence the NAWCC or others for their personal benefit. Employees should not engage in any business or secondary employment which, because of the demands on their time and interest, interferes with their obligations and responsibilities at the NAWCC.

If an employee believes that a conflict of interest has developed or may develop, it should be promptly reported to the employee's immediate supervisor or the executive director.

- **Promote fair employment practices for all NAWCC employees.**

NAWCC supports and adheres to laws and regulations dealing with fair employment practices. Employment discrimination in our workplace based on sex, race, age, religion, or national origin will not be tolerated.

- **Use your best efforts to maintain a safe workplace and to protect the environment.**

The NAWCC believes in and supports the laws designed to keep our workplace safe and to protect the environment. If you believe that an unsafe condition exists in our workplace, bring it immediately to the attention of your supervisor. If an accident takes place, report it pursuant to NAWCC policy and immediately take action to address the problem.

- **Promote an ethical culture for all NAWCC employees.**

The NAWCC expects all of its employees to conduct themselves ethically at all times and to encourage and support that behavior in their fellow employees.

Violation of the NAWCC Code of Ethics and Conduct may subject an employee to disciplinary action up to and including dismissal.

See also:

NAWCC Employee Handbook

National Watch and Clock Museum Ethics Policy Statement