



UNWLA Policies and Procedures

Part 3: National Policies and Procedures

Section 8: Code of Conduct

Purpose:

The Ukrainian National Women's League of America (UNWLA) is committed to fostering a professional and inclusive work environment. This Code of Conduct outlines the expectations for behavior, professionalism, and ethical standards that all employees and volunteers of UNWLA are expected to adhere to.

Guiding Principles:

Integrity and Honesty:

- Employees shall act with integrity, honesty, and transparency in all interactions and transactions related to UNWLA.

Professionalism:

- Employees will maintain a high level of professionalism, treating colleagues, volunteers, and the public with respect and courtesy.

Diversity and Inclusion:

- UNWLA is dedicated to diversity and inclusion. Discrimination or harassment based on race, gender, religion, age, disability, or any other characteristic will not be tolerated.

Confidentiality:

- Employees shall maintain the confidentiality of UNWLA's sensitive information, including membership information, respecting the privacy and trust placed in them.

Conflict of Interest:

- Employees are expected to avoid situations that may lead to a conflict of interest. Any potential conflict must be disclosed promptly to UNWLA leadership.

Responsibility and Accountability:

- Employees will fulfill their duties responsibly and be held accountable for their actions. This includes meeting deadlines, completing assigned tasks, and contributing positively to the organization's goals.

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Use of Resources:

- UNWLA's resources, including time, funds, and equipment, shall be used judiciously and solely for the organization's benefit.

Communication:

- Effective and respectful communication is essential. Employees are encouraged to express ideas, concerns, and feedback constructively.

Professional Development:

- Employees are encouraged to pursue professional development opportunities to enhance their skills and contribute to the overall growth of UNWLA.

Consequences of Violation:

Violations of this Staff Code of Conduct may result in disciplinary action, ranging from verbal counseling to termination of employment, depending on the severity and recurrence of the misconduct.

Review and Amendments:

This Staff Code of Conduct will be reviewed periodically to ensure relevance and effectiveness.

Amendments may be made at the discretion of UNWLA leadership.

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