

CODE OF CONDUCT



I. Preface

Employees, Board Members and Contractors of Center for Council (C4C) should do the right thing – follow the law, act honorably, and treat each other with respect. We expect all of our Employees, Board Members and Contractors to know and follow this Code of Conduct. Failure to do so can result in disciplinary action, including termination of employment. Any waivers of this Code for Employees, Board Members or Contractors must be approved by our Advisory Board. Never retaliate against anyone who reports or participates in an investigation of a possible violation of the Code of Conduct.

II. Avoid Conflicts of Interest

A conflict of interest may arise any time competing loyalties could cause you to pursue a personal benefit for you, your friends, or your family at the expense of C4C or our clients or program participants. Avoid conflicts of interest and circumstances that reasonably appear to be a conflict. Sometimes a situation that previously didn't present a conflict of interest may develop into one. When faced with a potential conflict, ask yourself: Would this activity create an actual or apparent incentive for me to benefit myself, my friends, or my family? Would this activity harm my reputation or hurt my ability to do my job? Would this activity embarrass C4C or me if it showed up in the press? If the answer to any of these questions is "yes," the relationship or situation is likely to constitute a conflict of interest, and you should avoid it. *[Reach out to a senior C4C staff member or the Executive Director, if you'd like to discuss.]*

III. Ensure Financial Integrity and Responsibility

Ensure that money is appropriately spent, our financial records are complete and accurate, and our internal controls are honored. If your job involves the financial recording of our transactions, make sure that you're familiar with all relevant policies, including those relating to revenue recognition and expense tracking. Never interfere with the auditing of financial records. Similarly, never falsify any company record or account. *[If you suspect or observe any irregularities relating to financial integrity or fiscal responsibility, no matter how small, immediately report them to the C4C Executive Director.]*

IV. Obey the Law

Comply with all applicable legal requirements and understand the major laws and regulations that apply to your work, including policies and protocols that apply to the institution in which you are providing services. If you have any questions about these laws or regulations, or other laws governing our work, please consult the Executive Director or our legal counsel. Personal violations of regulations have the potential to impact the organization and all the work it coordinates and offers and we ask that you protect our ability to do that. *[Again, reach out to a senior C4C staff member or the Executive Director, if you'd like to discuss.]*

V. Promote Center for Council's Mission

The mission of Center for Council is to train practitioners of Council and to create and support Council-based programs and trainings that promote communication, enhance well-being, build community, and foster compassion. C4C promotes and supports Council as a best practice, maintains rigorous professional standards in offering Council trainings and programs, develops programming for organizations, businesses and institutions, supports rehabilitation and reintegration of those who have been alienated or disaffected, including imprisoned and formerly incarcerated men and women, celebrates common values and intentions as communities flourish, weaves programs and trainers into

local, national and global peace-building initiatives, exemplifies the highest standards in ethical conduct and professional collaboration. All our programs and activities should resonate with our mission.

VI. Behave Professionally

In our work providing Council-based services, programming, training and consultation, C4C maintains the highest standards of professionalism. Commitments made regarding delivery of services (including services promised, timeframe agreed to, material and content contracted to be delivered, financial accountability) shall be delivered as promised, to the best of our ability. All C4C Employees, Board Members and Contractors agree to deliver services as promised and contracted, on time and to the best of their ability. Programs may be conducted in a variety of styles, including activities that are hands-on and experiential, and content may shift, due to the discretion and professional judgement of service providers.

VII. Honor Boundaries and Promote Confidentiality

C4C Employees, Board Members and Contractors are responsible for clarifying, maintaining and communicating appropriate and clear professional boundaries. We acknowledge that the work of Council involves reflection, communication and interaction that may deepen and go beyond everyday social or workplace norms of candor and vulnerability. We also recognize that we, or people we train, may bring Council into settings that may include power imbalances and vulnerable populations, and where relationships or circumstances outside of the training itself may impact participants. We continue to develop best practices in this work and communicate clear expectations to funders, clients, and allies around procedures and outcomes.

Our responsibilities as C4C staff, as well as trainers and facilitators employed by C4C, include the following professional standards:

- We model transparency, being clear and candid about what we observe. While we must be appropriate about when and how we share, we do not conceal or manipulate information, and we attempt to be open and communicative about issues and observations that we feel impact the training or workshop we are leading, or concerns we may have about participant safety or well-being.

- Facilitators and trainers employed by C4C self-monitor appropriate disclosure, in and out of Council circles, aware of the impact that their sharing may have on participants. While we stress the importance of confidentiality, we cannot and do not guarantee that any participant or participants will maintain confidentiality.

- We emphasize the importance of self-care. As facilitators and trainers employed by C4C, we must mind our own dysregulation, stress, and reactivity, and remind participants to do the same. We are accountable and responsible for taking care of ourselves – for example, stepping away to take a break when needed, avoiding inappropriate over-sharing, addressing distress if we notice that we are feeling triggered or unsafe, etc. *[Acknowledging the subjectivity of these standards, reach out to the C4C Executive Director with any questions or concerns, or if you'd like to discuss further.]*

- Individuals employed by C4C to perform services as staff members, trainers and facilitators are expected to fulfill their responsibilities with the utmost standards of professionalism, exhibiting initiative, judgement and foresight. C4C employees are considered to be the embodiment of C4C values and vision. Additionally, Independent Contractors are considered independent business persons and are expected to also behave with the highest standards of professionalism and are responsible for any and all tax obligations of fees they receive, as well as to carry appropriate independent liability insurance.

- Trainers and facilitators employed by C4C maintain awareness of explicit or implicit requests to act in a capacity that requires competencies beyond our expertise (e.g., in the fields of mental health, medicine, the law, organizational development, etc.). As need arises, participants will be referred to professionals with requisite expertise, or reminded of the intentions of Council vs. other types of interventions, services or therapies. We recognize that those who assume roles as trainers, mentors or consultants may sometimes be seen to hold certain authority or power, due to the roles they play, and we remain mindful of any projections or unspoken expectations.

- Any Employee, Board Member or Contractor who has reason to believe that any participant in a C4C program or activity has an intention to harm him/herself or others must inform the proper authorities as provided under applicable law, as well as a senior C4C staff member or the Executive Director. All C4C Employees, Board Members or Contractors have an obligation to be aware of laws concerning the reporting of crimes disclosed before, during or after Council sessions – including “Mandatory Reporter” laws that apply to certain professions and professionals -- and affirm that the intention to maintain confidentiality is superseded by applicable law.

VIII. Practice Council

To ensure openness within the organization, we will engage regularly in processes, such as Council, which utilize horizontal power-sharing and listening methods to regularly and openly address the ethical issues discussed herein.

IX. Conclusion

We rely on one another’s good judgment to uphold a high standard of integrity for ourselves and our organization. We expect all C4C Employees, Board Members and Contractors to be guided by both the letter and the spirit of this Code of Conduct.

By signing below, I acknowledge that I have read and agree to the above Code of Conduct and hereby agree to conduct myself in accordance while administering services representing Center for Council.

Name: _____

Signature: _____

Date: _____