

## ***Friends of the San Pedro River (FSPR)***

### **Code of Ethics**

FSPR will conduct its business honestly and ethically at all times. We will strive to improve the quality of our services, products, and operations and will create a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Ethical and legal conduct on the part of officers, directors, employees, and volunteers is in the Society's best interest. FSPR will not compromise its principles for short-term advantage. The ethical performance of this Society is the sum of the ethics of the men and women who work and volunteer. Thus, we are all expected to adhere to high standards of personal integrity.

Officers, directors, employees, and volunteers of the Society must never permit their personal interests to conflict, or appear to conflict, with the interests of the Society, its participants or partners. Officers, directors, employees, and volunteers must be particularly careful to avoid representing FSPR in any interaction with others with whom there is any outside business affiliation, or relationship or that might affect the reputation of our participants and partners. Officers, directors, employees, and volunteers shall avoid using their Society contacts to advance their private business or personal interests at the expense of the Society, its participants or partners.

No bribes, kickbacks or other similar remuneration or consideration shall be given to any person or organization in order to attract or influence the Society's activity. Officers, directors, employees, and volunteers shall avoid gifts, gratuities, fees, bonuses or excessive entertainment, in order to attract or influence the Society's activity.

Officers, directors, employees, and volunteers of FSPR will often come in contact with, or have possession of, proprietary, confidential, or business-sensitive information and must take appropriate steps to assure that such information is strictly safeguarded. This information—whether it is on behalf of our Society or any of our participants or partners—could include, customer lists, personnel records, proprietary information, government policies and practices, upcoming procurements, or action. Proprietary, confidential, and sensitive business information about the Society, our partners, individuals and entities should be treated with sensitivity and discretion and only be disseminated on a need-to-know basis.

Officers, directors, employees, and volunteers will seek to report all information accurately and honestly, and as otherwise required by applicable reporting requirements.

The Officers, directors, employees, and volunteers of FSPR will seek to avoid exaggerating or disparaging comparisons of the services and competence of our Society, participants, and partners.

Officers, directors, and employees will obey all Equal Employment Opportunity laws and act with respect and responsibility towards others in all of their dealings.

Officers, directors, employees, and volunteers agree to disclose unethical, dishonest, fraudulent, and illegal behavior, or the violation of Society policies and procedures, directly to the President or other member of the Board of Directors.

Violation of this Code of Ethics can result in discipline, including possible termination of employment or dismissal from the Society. The degree of discipline relates in part to whether there was a voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.